



1140 East McDonald Street  
Lakeland, FL 38802  
863.688.5563

**Part 1 – Employee Information**

Fill in information and check the appropriate box. To be completed by the rater.

Employee Name:		Date:
Position:	Date Began Present Position:	
Date of Hire:	Date of Last Evaluation:	
Reason for Review: <input type="checkbox"/> Annual <input type="checkbox"/> Introductory Period <input type="checkbox"/> Other:		

**Part 2 – Instructions and Definitions** [To be completed by the evaluator.]

**Instructions:** Read Definition of Performance Ratings and Performance Factors. Carefully evaluate the employee's work performance over the entire appraisal period. Then in Part 3 evaluate the applicable performance factors. For each factor selected, circle the rating, mark the corresponding scale identifying the performance level, and write the actual points in the box. Provide supporting details. Total the points assigned before moving on to Part 4. In Part 4, divide the total points by the number of factors evaluated to average the points for an overall performance score. Use additional paper when necessary. Indicate N/A if not applicable.

Definition of Performance Ratings		
Rating	Points	Definition*
<b>O</b> Outstanding	12-14	Performance is exceptional in all areas and is recognized as far superior to others.
<b>V</b> Very Good	9-11	Results exceed most position requirements. High quality performance is consistent.
<b>G</b> Good	6-8	Competent and dependable level of performance. Meets most standards of the job.
<b>I</b> Improvement Needed	3-5	Performance is deficient in certain areas.
<b>U</b> Unsatisfactory	Below 2	Results are generally not acceptable and require immediate improvement.
<b>N/A</b> Not applicable	N/A	N/A or too soon to rate.

\* Definitions of performance factors below are not all-inclusive, but represent a sampling of requirements for the job

**Part 3 – Performance Ratings** [To be completed by the evaluator.]

Performance Factors*	Rating	Scale	Points	Supportive Details
<b>Supervisory Skill</b> - Extent to which employee manages through others. Does employee use sound coaching techniques to motivate? Does he or she delegate? Fairly enforce rules? Hold people accountable? Skillfully document performance?	O V G I U	<input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2	□	
<b>Planning</b> - Extent to which employee established plans for future success. Does employee effectively establish priorities? Sets appropriate goals for ministry? Time management skills? Follow up with plans?	O V G I U	<input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2	□	

<p><b>Leadership/Motivation</b> - Extent to which employee excels in training, leading, and motivating others. Does employee inspire confidence? Display energy and enthusiasm? Use positive reinforcement? Challenge others to grow professionally? Embrace the Conference vision/mission? Spiritual growth and maturity? Achievement of goals?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p><b>Job Knowledge</b> - Extent to which the employee demonstrates the practical and technical knowledge of duties, functions, work, and safety procedures, Conference policies, and others. Does he or she strive to improve job knowledge and skills?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p><b>Initiative</b> - Degree to which employee initiates action without being told. Assess ambition, self-reliance, and ability to act quickly. Is he or she a self-starter and solution-seeker who takes action without instruction? Does he or she possess a sense of urgency?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p><b>Quality</b> - Extent to which work is accurate, thorough, and neat. Does he or she possess the ability to produce reliable work without follow-up? Exercise care in performing job functions? Seek to improve quality?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p><b>Work Ethic</b> - Extent to which the employee takes pride in his or her work, and is dedicated and committed to excellence and personal/organizational goals. Does the employee express a genuine interest in the Conference?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p><b>Communication</b> - Extent to which employee conveys information in an effective and timely manner. Does he or she communicate problems, ideas, concerns, and important information appropriately? Follow up on details?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p><b>Productivity/Efficiency</b> - Extent to which a significant volume of work is performed efficiently in a specified period of time. Is he or she a performer with a high energy level? Self disciplined? Can he or she be consistently relied on to meet deadlines? Managing funds for which responsible?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p><b>Interpersonal Relations and Teamwork</b> - Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Assess listening skills, enthusiasm, and friendliness.</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<p><b>Image</b> - Extent to which the employee projects the proper image through appearance, conduct, and work areas. Does the employee display professionalism?</p>	<p>O V G I U</p>	<p><input type="checkbox"/> 12 - 14 <input type="checkbox"/> 9 - 11 <input type="checkbox"/> 6 - 8 <input type="checkbox"/> 3 - 5 <input type="checkbox"/> Below 2</p>	<p><input type="checkbox"/></p>	
<b>Total Points</b>				

**Part 4 –Overall Performance Rating**

Complete the following and round to nearest whole number. To be completed by the evaluator.

Total Points: <input type="text"/>	÷	Number of Factors Rated: <input type="text"/>	=	<b>Overall Rating:</b> <input type="text"/>
<input type="checkbox"/> <b>12 – 14 = Outstanding</b>		<input type="checkbox"/> <b>9 - 11 = Very Good</b>		<input type="checkbox"/> <b>6 - 8 = Good</b>
<input type="checkbox"/> <b>3 – 5 = Improvement Needed</b>		<input type="checkbox"/> <b>Below 2 = Unsatisfactory</b>		
Is this employee recommended for regular employment or continuation in position? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If "no," please specify the reason(s) why:				

**Part 5 – Comments and Signature** To be completed by the employee and evaluator.

Evaluator's Comments/Recommendations for Professional Growth:	<b>For Management Use Only (If Applicable)</b>
	Present Wage \$_____ per _____
	New Wage \$_____ per _____
	Effective Date:
	Management Approval:

Employee's Comments (Continue on back if necessary):

**Employee:** I have read and discussed this evaluation with my manager.

Signature	Date:
-----------	-------

**Manager:** In my best judgment, this is an accurate review of this employee's performance.

Signature	Date:
-----------	-------