



Westside Family Church Annual Evaluation

Self-Evaluation: Year 20__

Name of Employee

Name of Supervisor

Please fill out pages 1 & 2 and submit to your supervisor.

Rate yourself in each of these seven competencies on a scale from 1-5. Briefly comment on why you selected each rating.

(How you excel in this area, identified areas of strength, ways in which you are seeking to improve or grow, etc.):

1. Performance does not meet minimum requirements/expectations. Improvement and follow-up plan are required.
2. Inconsistent. Sometimes meets requirements/expectations, but improvement is needed.
3. Acceptable, generally meets requirements/expectations. (Look for growth opportunities.)
4. Consistently meets requirements/expectations, at times exceeds.
5. Outstanding. Exceeds requirements/expectations while consistently achieving greater than expected results.

1	2	3	4	5
---	---	---	---	---

Initiative: self-motivated; generates new ideas; takes action; keeps moving forward; creative in problem-solving; innovative and resourceful

Team Player: sacrificial; cooperative; synergistic; team mentality; care & concern for others; cooperative with co-workers, supervisors, volunteers, guests, and WFCers

Organization: intentional planning; appropriate lead time; ability to multi-task and prioritize; manages details; attention to details

Follow-Through: dependable; completes tasks on time; responds to communication and feedback; takes ownership and responsibility for work

Communication: expresses ideas and resolves misunderstandings; thorough and professional responses; timeliness and courtesy in all communications

Integrity: confidentiality; responsibility; honesty; strives to uphold the Leadership Covenant; authentic and sincere; promotes unity of WFC

Productivity: quality, quantity, efficiency and accuracy of work accomplished; capacity to produce; develops new skills and abilities

Attitude: enthusiastic; brings positive attitude to workplace; adaptable; passion for the mission and vision of WFC

1. What do you enjoy most and least about your role?

2. Please list some of your wins (accomplishments/successes) for this past year. What are you most proud of?

3. What are your top priorities/goals for the coming year? What are you most excited about? What areas do you hope to strengthen?

4. Do you need direction or clarification on any part of your portfolio? If you could change your job description, what areas would you adjust?

5. Is there something we can do to help you do your job better (improve performance & productivity)? Are there any issues you'd like to discuss?

6. Do you have untapped potential that WFC is not aware of *OR* that you would like the opportunity to develop?

Rate yourself in each of these 2 overall assessment factors on a scale from 1-5 using the rating guidelines on page 1.

1	2	3	4	5
----------	----------	----------	----------	----------

Performance Rating (How well you do what you do):

Job Satisfaction (How much do you like what you do):