



Supervisor Evaluation: Year 20__

Name of Employee _____

Name of Supervisor _____

Please complete pages 3 & 4 about each employee and review with employee in person.

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

(How they excel in this area, identified areas of strength, ways in which they 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
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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

Note to Supervisors: As part of your evaluation conversation, please discuss how the employee is doing personally, relationally and spiritually prior to evaluation.

Rate employee on overall assessment factors on a scale from 1-5 using the rating guidelines on page 3.

1	2	3	4	5
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Performance Rating (How well the employee does what he/she does):

Add any additional comments not included in the competencies. (Any summary information, further comments, wins from the past year, areas to strengthen, recommendations or plans that were not included in the above sections):

Employee Signature Date

Employee signature acknowledges that the supervisor section of the evaluation has been reviewed with them.

Supervisor Signature Date