

EMPLOYEE PERFORMANCE PROFILE

I. ATTITUDE

LOW HIGH

a. Exhibits loyalty and dedication to ministry and parish.

1 2 3 4 5

b. Willingly performs tasks without complaining and maintains a positive attitude.

1 2 3 4 5

c. Keeps an open mind, willingly accepts supervisory directives and instructions.

1 2 3 4 5

d. Resolves difficulties in a forthright and positive way.

1 2 3 4 5

e. Shows enthusiasm for the ministry.

1 2 3 4 5

II. QUALITY AND QUANTITY OF WORK

a. Performs in a consistently high manner without need for constant supervision. 1 2 3 4 5

b. Looks for ways to perform efficiently and imparts greater input into the ministry. 1 2 3 4 5

c. Exhibits consistent dependability in completing task or project. 1 2 3 4 5

d. Fulfills the role description for the position. 1 2 3 4 5

e. Displays initiative and creativity. 1 2 3 4 5

III. TEAMWORK

a. Communicates well/has good rapport with others in ministry/parish. 1 2 3 4 5

b. Sets example of cooperation/willing to help out when need arises. 1 2 3 4 5

c. Demonstrates good emotional stability under stress of job and/or work relationships. 1 2 3 4 5

d. Exhibits ability to work well with others in the office. 1 2 3 4 5

IV. JOB KNOWLEDGE AND JUDGEMENT

a. Demonstrates good knowledge of job requirements and duties. 1 2 3 4 5

b. Shows confidence in ability to perform well. 1 2 3 4 5

c. Demonstrates the sound judgement needed to arrive at good on-the-job decisions on his/her own. 1 2 3 4 5

V. PROFESSIONAL GROWTH

a. Eagerly learns more about the ministry in order to grow professionally and work more efficiently. 1 2 3 4 5

b. Consistently attends and has input into program staff meetings. 1 2 3 4 5

c. Attends in-service opportunities willingly when possible. 1 2 3 4 5

VI. PERSONAL APPEARANCE AND HYGIENE

a. Has good grooming and good personal hygiene while performing regular duties. 1 2 3 4 5

b. Dresses appropriately during working hours. 1 2 3 4 5

VII. ATTENDANCE

a. Number of days absent because of illness _____ paid or unpaid since last day of appraisal. 1 2 3 4 5

b. Consistently prompt in arrival at work and other projects as well. 1 2 3 4 5

VII. SPECIFICS FROM JOB DESCRIPTION

IX. RECOMMENDATIONS

X. STAFF PERSON COMMENTS

NAME and Signature OF STAFF PERSON _____

PASTOR SIGNATURE (OR HIS DESIGNEE) _____

SUBMITTED BY _____ REVIEWED TOGETHER ON _____
(DATE)