
*Employee Name:**Job Title:**Department:**Status:* Choose an item.*Date of Hire:* [Click here to enter a date.](#)*Review Date:* [Click here to enter a date.](#)

1. IS A VISIONARY THINKER

- Has a sharp, strategic mind.
- Establishes objectives and goals and sets appropriate priorities.
- Possesses the ability to visualize and think big and dares to dream.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____**2. DISPLAYS A POSITIVE ATTITUDE**

- Loyal to supervisors and those in positions of authority.
- Demonstrates a teachable and non-critical attitude Humble, does not think of themselves more highly than they ought.
- Displays a good attitude and emotional maturity. Not easily offended and does not over react to situations. Displays a positive and pleasant demeanor, easy to be around.
- Approaches assigned task with a positive upbeat outlook and readily copes/adapts to changes in routines, workloads, work assignments, company changes or new situations with a good attitude.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

3. DEMONSTRATES THE FRUITS OF THE SPIRIT

- Displays the Fruit of the Spirit in everyday life and conversation.
- Demonstrates a consistent, Spirit-filled walk.
- Evidence of a strong and solid relationship with the Lord.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

4. PROFICIENT IN COMMUNICATION

- Communicates effectively, verbally, non-verbally and in writing, relevant information and problem situations to leadership or supervisor, fellow employees and outside agents to promptly resolve them.
- Communicated information is accurate, pertinent and well organized.
- Posses the ability to work with a wide variety of people and personality types and demonstrates social poise and manners and is approachable, warm, friendly and sociable.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

5. IS AN INNOVATIVE AND CREATIVE THINKER

- Contributes new ideas or improved methods to the work process.
- Possesses technical and professional knowledge of their field and current trends as related to work responsibilities.
- Is creative, imaginative and innovative, thinks outside of the box.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

6. FOCUSED ON RESULTS

- An achiever who is focused on results and manages their personal time and the time of those they oversee effectively and uses sound judgment in determining work priorities.
- Is well organized and maintains effective methods of work efficiency.
- Continually seeks for ways to improve processes to save time and resources.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

7. POSSESS AN APTITUDE FOR LEADERSHIP

- Recruits, supervises, motivates, encourages, and develops employees/volunteers to become more productive and effective in achieving desired goals and the calling in their lives.
- Develops the team by effectively balancing work loads and assignments among employees/volunteers under his/her direction.
- Demonstrates skill in delegating authority and responsibility for the accomplishment of work and objectives.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

8. DEMONSTRATES RESPONSIBILITY

- Demonstrates knowledge of department procedures, practices and policies.
- Learns, understands and retains the elements of work assignments and duties satisfactorily and remembers instructions of job or tasks without repeated orders from supervisors.
- Complies with attendance standards and recognizes and adheres to ministry hours for arrival, lunch and quitting time and attends weekend services on a weekly basis.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)

	Good (4)
	Excellent (5)

Comments: _____

9. MANAGES PACE

- Is capable to undertake and perform job duties independently but with the appropriate and responsible usage of supervisory support.
- Ability to keep up with pace and workload. Volume of work completed compared with what may reasonably be expected.
- Is able to multitask and manage several things at one time without dropping the ball and volunteers for additional assignments and actively seeks work during a slack period

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

10. IS ORGANIZED AND ADMINISTRATIVE

- Demonstrates the administrative skills necessary to achieve maximum results.
- Maintains themselves as a leader that is easy for others to follow.
- Is systems focused and is proactive in developing the administrative infrastructure necessary for duplication.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

11. EXUDES A SPIRIT OF EXCELLENCE

- Pays attention to small details and is focused on excellence
- Consistently goes the extra mile to achieve results that reflect the core values of VFC
- Results are consistently dependable.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)

	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

12. IS A TEAM PLAYER

- Develops and maintains cooperative relationships with superiors, co-workers, employees and volunteers.
- Is a team player and puts the team goals first before their own personal agenda. Willingness to serve others; sensitive to other peoples needs.
- Flows easily with VFC church culture.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

13. DEMONSTRATES STAFF PROFESSIONALISM

- Can discern the appropriate behavior for different environments, i.e. appropriate behavior when guests or vendors are present versus only staff members; appropriate for time for playful joking versus time for respect.
- Possesses good personal hygiene, wears clean clothing. Personal appearance, dress and conduct represents position in staff appropriately.
- Maintains a neat and clean work space.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

14. EXCELS AS A PUBLIC SPEAKER (as appropriate)

- Prepares thoroughly and possesses the ability to organize and develop the material in order to clearly communicate thoughts and ideas in teaching situations.
- Possesses the ability to motivate others and move them to a desired response.
- Demonstrates the ability to communicate the application of Spiritual truth to today's needs. Includes effective uses of examples and analogies.

Rating:

	Unsatisfactory (1)
	Needs Improvement (2)
	Average (3)
	Good (4)
	Excellent (5)

Comments: _____

Total Score: Choose an item.

Adjusted rating: _____ (out of _____ possible)

If the performance rating does not accurately reflect the employee's overall performance in the judgment of the appraiser, adjust the rating up or down as appropriate and enter the adjusted rating below.

Attach a separate sheet to this form which justifies the adjustment.

Employee Development Plan:

List areas for further development of employee skills.

SKILL TO BE DEVELOPED	ACTIVITIES PLANNED

Employee's Review and Signature:

I have reviewed this form with my supervisor. My signature does not mean I agree or disagree with this appraisal.

Name:

Signature:

Date: _____

Employee Comments:
