



SUPERVISOR EVALUATION

SUPERVISOR EVALUATION | SPRING 2018

(SUPERVISOR FILLS OUT FOR MINISTRY ASSISTANTS, COORDINATORS,
PT EMPLOYEES, FACILITIES, BUSINESS OFFICE)

Name: _____ Date: _____

Position/DEPT _____

Supervisor: _____

PLEASE RATE EMPLOYEE IN THE FOLLOWING AREAS, ADD YOUR COMMENTS, MEET WITH EMPLOYEE AND THEN TURN THIS FORM IN TO YOUR SUPERVISOR ALONG WITH THE EMPLOYEE'S SELF EVALUATION."

1. EFFECTIVENESS IN DEALING WITH PEOPLE: Extent to which employee cooperates with and effectively influences those with whom they come in contact. (This includes communicating effectively with congregation, staff, and others.)

a. Regarding Internal Relationships (staff)

- _____ 5- Extraordinary relational skills.
- _____ 4- Above average relational skills.
- _____ 3- Maintains effective working relations with others.
- _____ 2- Somewhat less effective than required by job.
- _____ 1- Relations too ineffective to remain in job without improvement.

b. Regarding External Relationships (Congregation, vendors, etc)

- _____ 5- Extraordinary relational skills.
- _____ 4- Above average relational skills.
- _____ 3- Maintains effective working relations with others.
- _____ 2- Somewhat less effective than required by job.
- _____ 1- Relations too ineffective to remain in job without improvement.



2. JOB KNOWLEDGE: Extent of job information and understanding employee has in his/her role. (This includes acquiring necessary new information. Should include computer skills, ministry specific knowledge/ skills, etc)

- _____ 5- Extraordinarily well informed.
- _____ 4- Well informed on all phases of work.
- _____ 3- Knowledge fully satisfies job requirements.
- _____ 2- Lacks some required knowledge.
- _____ 1- Knowledge inadequate to remain in job without improvement.

3. ACCURACY: Correctness in performance of work duties and responsibilities.

- _____ 5- Nearly always accurate. Requires minimal supervision.
- _____ 4- Highly accurate most of the time. Requires little supervision.
- _____ 3- Usually accurate; makes average number of errors. Requires average supervision.
- _____ 2- Makes more than the acceptable number of errors. Requires extra supervision.
- _____ 1- Careless; makes frequent errors. Requires close supervision.

4. EFFECTIVENESS in carrying out goals and attaining objectives.

- _____ 5- Superior effectiveness; highly meritorious performance.
- _____ 4- Above average effectiveness.
- _____ 3- Satisfactory effectiveness.
- _____ 2- Just getting by; needs improvement.
- _____ 1- Clearly ineffective; corrective action needed.

5. EFFICIENCY in completing a normal amount of work in a timely manner.

- _____ 5- Highly industrious; superior work output.
- _____ 4- Industrious; exceeds the norm.
- _____ 3- Amount and timeliness of work is satisfactory.
- _____ 2- Barely completing enough work to get by; needs improvement.
- _____ 1- Not meeting minimum requirements; corrective action needed.



6. JUDGMENT/DISCRETION: Extent to which decisions and actions are appropriate and based on sound reasoning.

- _____ 5- Superior judgment at all times.
- _____ 4- Excellent judgment in determining the proper course of action.
- _____ 3- Exercises good judgment.
- _____ 2- Judgment not entirely adequate to meet the demands of the job.
- _____ 1- Judgment too poor to remain in job without improvement.

7. INITIATIVE: Extent to which I am a self-starter.

- _____ 5- Extraordinary initiative. (give examples)
- _____ 4- Shows above average initiative.
- _____ 3- Displays satisfactory initiative.
- _____ 2- Lacks initiative in some respects.
- _____ 1- Lacks sufficient initiative to remain in job without improvement.

Examples _____

8. JOB ATTITUDE: Amount of interest, enthusiasm, and positive intent shown on the job. I support CWC verbally and in my actions; honor employment commitments.

- _____ 5- Exceptionally positive attitude at all times.
- _____ 4- Very positive, interested, and enthusiastic.
- _____ 3- Good attitude.
- _____ 2- Attitude poor in some respects. Negative.
- _____ 1- Attitude too poor to remain in job without improvement. Chronic complaint.

9. ADAPTABILITY: Extent to which I adapt to changes in work situation.

- _____ 5- Highly adaptable in all situations. Easy to approach.
- _____ 4- Quickly adapts to changes.
- _____ 3- Adapts to changes with little difficulty.
- _____ 2- Resists changes in work situation.
- _____ 1- Does not adapt enough to remain in job without improvement.



10. SELF-PRESENTATION: General physical and verbal appearance.

- _____ 5- Exceedingly favorable presentation.
- _____ 4- Favorable presentation.
- _____ 3- Satisfactory presentation.
- _____ 2- Presentation of self needs some improvements.
- _____ 1- Presentation too unfavorable to remain in job without improvement.

11. DEPENDABILITY: Extent to which employee can be counted upon to carry out instructions, be on the job, and fulfill responsibilities.

- _____ 5- Extraordinary dependability in all respects. Goes above and beyond routinely.
- _____ 4- Above average dependability.
- _____ 3- Fully satisfies dependability of the job.
- _____ 2- Dependability is not fully satisfactory.
- _____ 1- Too unreliable to remain in job without improvement.

12. ATTENDANCE:

- _____ 5- Excellent attendance.
- _____ 4- Seldom absent.
- _____ 3- Occasionally absent.
- _____ 2- Often absent; poses a problem.
- _____ 1- Excessive absenteeism; cannot be depended upon.

**OVERALL RATING.
(AVERAGE OF 12 PRECEDING RATINGS).**

- _____ **5-Topnotch performance.** Superior contribution to CWC.
- _____ **4-Consistently above average** performance; Excellent work.
- _____ **3-Fully competent** in present job. Good performance.
- _____ **2-Does not fully meet requirements** of the job.
- _____ **1-Inadequate to remain** in present job without improvement.



WELL DONES/ STRENGTHS THIS EMPLOYEE COULD BUILD ON:

OPPORTUNITIES FOR IMPROVEMENT/AREAS FOR THIS EMPLOYEE TO WORK ON:

MY SUPERVISOR HAS DISCUSSED THIS REVIEW WITH ME:

Employee Date

Supervisor Date



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