

Contribution Self-Reflection & Next Cycle Plan

Contribution Period Covered: From ____/____/____ To ____/____/____

Employee Name _____ Job Title _____

Supervisor's Name _____ Supervisor's Title _____

Instructions

- Employee:** Please *complete* and *return* this document to your supervisor by ____/____/____. Your participation in this process will provide valuable insight to your contributions and initiate important plans for the next period.
- Supervisor:** Attach employee's Self-Reflection to *your* Contribution Observation & Next Cycle Plan for the employee and return both to the Church Administrator after the contribution discussion and planning meeting has occurred.

A. Contribution Reflections (Looking Back)

- List your most significant contributions during the review period. How do these achievements align with your goals/objectives during this time?
- Have you performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please describe.
- What activities have you initiated, or actively participated in, in an effort to encourage teamwork? What was the result?

4. Describe any professional development you have completed or participated in (i.e., offsite seminars/classes, onsite training, peer training, management coaching or mentoring, on-the-job experience, better exposure to challenging projects, other).

5. If applicable, name any other FPCC personnel, besides your supervisor, whom you believe can provide useful input about your contributions and interactions.

B. Summary: Job Contribution Factors

Reflect on how well you have contributed on all job factors that apply during this review period. If a category does not apply to you, indicate N/A.

- Rating Scale:**
- 4 – Consistently Outstanding Contributions
 - 3 -- Very Competent/ Excellent Contributions
 - 2 – Competent/Fully Meets Expected Contributions
 - 1 – Improvement Needed for Future Contributions

Category	Rating
1. Technical Skills (job/discipline area specific)	
2. Technical Knowledge (up-to-date on church-related news, articles & best practices)	
3. Quality of Work Product (comprehensive, accurate, timely, etc.)	
4. Utilization of Resources or Productivity	
5. Church Membership Support & Growth Skills	
6. Project Management Skills	
7. Computer Skills	
8. Time Management & Organizational Skills	
9. Interpersonal Skills (positive communicator; demonstrated ability to get along well with co-workers/church members/vendors)	
10. Communication Skills - Verbal/Written (speaking, proposals/reports, letters, memos, etc.)	
11. Innovation or Creativity	
12. Collaboration/Teamwork/Mentoring Skills	
13. Organization Policies (knowledgeable of/compliant with FPCC policies & procedures)	
14. Leadership Skills (applies to anyone - not restricted to supervisory level employees)	
15. Professionalism (punctuality, attendance; conduct; responsiveness and follow-through)	
16. Overall Reflection (for Sections A & B combined)	

C. Upcoming Period (Looking Forward)

1. Describe areas that you would like to improve in order to support your future contributions. List the steps you plan to take and/or the resources you need.

2. What are your ideas for improving the FPCC's church member satisfaction and/or employee satisfaction and retention?

3. State one or two career goals for the coming year and indicate how you plan to accomplish it/them.

4. What key job objectives and/or strategic goals do you want to accomplish during the upcoming year? (These should be **s**pecific, **a**chievable, **r**ealistic, and **t**ime-bound: SMART. Usually, 3 – 7 key objectives/goals are appropriate.)

D. Signatures

_____	____/____/____
Employee Signature	Date
_____	____/____/____
Supervisor's Signature of Receipt	Date Received