

4. Describe any professional development the employee 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). How did this help his/her contributions to the organization?

5. If applicable, provide comments from other FPCC personnel regarding the employee's performance during the review period.

B. Summary: Job Contribution Factors.

Evaluate the employee on all factors that apply during this review period. If a category does not apply to him/her, indicate N/A.

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

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 Observation (for Sections A & B combined)	

C. Upcoming Period (Looking Forward)

1. Describe areas that, if improved, would enhance the employee’s future contributions. List steps the employee needs to take and any resources or coaching you will provide to help him/her.

2. What would you like the employee to do to improve FPCC's church member satisfaction and/or his/her own job satisfaction?

3. State one or two career goals you would like the employee to accomplish and indicate how you can help him/her.

4. What key job objectives and/or strategic goals do you want the employee to accomplish during the next review period? (These should be **s**pecific, **m**easurable, **a**chievable, **r**ealistic, and **t**ime-bound: SMART. Usually, 3 to 7 key annual objectives/ goals are appropriate for most jobs.)

D. Employee Comments About This Review (Optional)

E. Signatures

_____ /_____/_____
Direct Supervisor's Signature *Date*

_____ /_____/_____
Next Level Supervisory Signature *Date*

_____ /_____/_____
Employee Acknowledgement of Review Receipt *Date Received*