

## PERFORMANCE APPRAISAL FOR ADMINISTRATIVE STAFF

Employee name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Evaluation date: \_\_\_\_\_

Critical Attributes:	Strengths:	Areas to Strengthen:
<p><b><u>Teamwork / Relationships</u></b></p> <ul style="list-style-type: none"> <li>– Works well on a team.</li> <li>– Helpful to coworkers.</li> <li>– Works effectively with others.</li> <li>– Accepts constructive criticism.</li> </ul>		
<p><b><u>Attitude toward Work</u></b></p> <ul style="list-style-type: none"> <li>– Cares about the work being done.</li> <li>– Positive about the work and fellow employees.</li> <li>– Ability to acknowledge problems without being pessimistic.</li> <li>– Supports supervisor and coworkers.</li> </ul>		
<p><b><u>Independence / Initiative</u></b></p> <ul style="list-style-type: none"> <li>– Correctly sets priorities.</li> <li>– Sees what needs to be done and takes action.</li> <li>– Completes tasks timely with little follow up.</li> <li>– Recognizes problems and deals with them.</li> </ul>		
<p><b><u>Innovation</u></b></p> <ul style="list-style-type: none"> <li>– Finds new and unique solutions to problems.</li> <li>– Contributes to group processes to set plans and resolve problems.</li> </ul>		
<p><b><u>Dependability</u></b></p> <ul style="list-style-type: none"> <li>– Responsible.</li> <li>– Timely completion of projects.</li> <li>– Consistently performs well.</li> </ul>		
<p><b><u>Communication</u></b></p> <ul style="list-style-type: none"> <li>– Speaks and writes clearly.</li> <li>– Listens to others.</li> <li>– Shows sensitivity and caring.</li> </ul>		
<p><b><u>Utilization of Time</u></b></p> <ul style="list-style-type: none"> <li>– Uses time efficiently to accomplish duties.</li> <li>– Arrives at appointments and meetings on time.</li> </ul>		

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<p><b><u>Accomplishments</u></b></p> <ul style="list-style-type: none"> <li>– Completion of assignments in timely manner.</li> <li>– Quality of work.</li> <li>– Technical skills.</li> </ul>		
<p><b><u>Spiritual Leadership / Example</u></b></p> <ul style="list-style-type: none"> <li>– Seeks to model Christian life.</li> <li>– Ethical / honest.</li> </ul>		
<p><b><u>Team Building</u></b></p> <ul style="list-style-type: none"> <li>– Seeks to build teams of volunteers.</li> <li>– Trains and equips volunteers.</li> <li>– Exhibits a mindset of “working themselves out of a job.”</li> </ul>		

General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Overall Evaluation:**

- Excellent     
  Very Good     
  Good     
  Below Average     
  Unacceptable

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor \_\_\_\_\_

Staff member's comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Staff Member \_\_\_\_\_