

# Staff Review 2006

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## Instructions

### ***The Sections***

There are four sections in the 2006 review form.

- **Section 1: *Some Practical Observations***  
Provides the opportunity for supervisors to evaluate and discuss performance in 8 basic areas
- **Section 2: *Success Achieving My Goals***  
Provides the opportunity for you and your supervisor to evaluate progress toward the goals and action plans you set for 2006.
- **Section 3: *Other Achievements or Opportunities for Improvement***  
Progress toward your goals doesn't always tell the whole story. You may have experienced some really positive things or you may have run into problems or challenges that were totally unexpected. Section 3 lets you tell those stories.
- **Section 4: *Goals & Actions Plans for Next Year***  
This is where you establish the foundation for your work for 2007. These Goals & Action Plans will provide the basis for next year's review.

### ***The Process***

The review form is designed to be partially completed by you AND your supervisor before your review meeting actually takes place.

1. When you receive your first email version of the form (and if you participated in a Staff Review last year) your goals from last year's review will already be entered in the 2006 GOALS and ACTION PLANS columns of SECTION 2. If you did not participate in a review last year, this section may simply say "Not Applicable This Year."  
*If your goals are not correct when you receive your form, please contact Ken Warren immediately.*
2. You are to fill in
  - the PROGRESS column in Section 2,
  - the ACHIEVEMENTS OR OPPORTUNITIES FOR IMPROVEMENT in Section 3, and
  - the GOALS AND ACTION PLANS FOR 2007 columns in Section 4.*(By the way, the input spaces on the form are designed to expand as text is entered; therefore, your form may grow in length--number of pages--as your responses are recorded.)*
3. The form should then be SAVED. (but be sure to read the following instructions before saving.)  
**CAUTION:** *If you have opened your form directly from the Outlook file attachment, DO NOT USE the SAVE command when you save your work—use the SAVE AS command to be sure the file is properly saved in a location at which you will be able to find it later. Please use the original file name each time you save it.*
4. Send a copy of the completed form as an EMAIL ATTACHMENT to your Supervisor.
5. The Supervisor will then add remarks in the PRACTICAL OBSERVATIONS categories in SECTION 1 and include any additional observations he/she may wish in Sections 2, 3 and 4.
6. The Supervisor should then SAVE the form (*see SAVE AS instructions in step 3*) and PRINT OUT a copy to use at the time of the scheduled review. This is the copy that both staff members will sign when

*Staff Name*

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the review is complete. The completed signed copy AND the completed Word document are to be turned in to Ken Warren's office when the review process is complete.

7. When the review is complete the supervisor or the staff member should include in the Word version of the review form any changes that may have been made in the course of the review meeting and then SAVE and EMAIL a copy of the final form to Ken Warren.
8. When the process is complete, Ken will have received both
  - a Signed Printed COPY of the review form, and
  - a completed WORD FILE of the final version of the form.

## ***The Schedule***

### **STEP 1 - Friday • July 7**

You should receive your personalized Review Form by email on or before July 7. When you receive your form, begin completing your portion of Section 2, 3 & 4

### **STEP 2**

Email a copy of your Review Form to your supervisor. Your part of Section 2, 3 & 4 should be complete.

Supervising staff members begin completing Section 1, add any additional comments you wish to Sections 2, 3 & 4, AND begin scheduling Review Conferences with each staff member as soon as you begin receiving their forms.

### **STEP 3 - Friday • September 1**

All review conferences should be complete and all signed hard copy Review Forms and Final Versions of the complete Word file review form for each staff member should be in Ken Warren's office on or before 5:00 p.m. September 1.

*Staff Name*

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Performance Review  
2006

*Staff Name*

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**Section 1****Some Practical Observations:**

*Supervisor, in just a few short sentences (no more than 3-5), please describe how this staff member demonstrates strengths, recent growth and/or a need for improvement in each of these categories.*

*(Please respond in the white areas below. The areas will expand to accommodate the length of your observations.)*

<b>COMMUNICATION:</b> <i>(Clearly expressing, actively receiving and effectively applying information)</i>
<b>TEAMWORK:</b> <i>(Collaborating with others to accomplish unified purposes)</i>
<b>LEADERSHIP:</b> <i>(Providing direction, guidance and encouragement to others)</i>
<b>CREATIVITY:</b> <i>(Imagining new strategies, designing new solutions, and adapting to capitalize on new challenges)</i>
<b>RESPONSIBILITY:</b> <i>(Trustworthiness; accountability)</i>
<b>SELF-MOTIVATION:</b> <i>(Inspires themselves to action)</i>
<b>ATTITUDE:</b> <i>(Characteristic manner in which beliefs, values and actions are expressed)</i>
<b>POTENTIAL FOR GROWTH:</b> <i>(Areas in which there seems to be the greatest opportunity for growth or improvement)</i>

*Staff Name*

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**Section 2**

***Success Achieving My Goals***

2006 Goals	Action Plans	Progress

*Staff Name*

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### Section 3

#### **Other Achievements or Opportunities for Improvement**

Many accomplishments and challenges fall outside the scope of formal goals and action plans. In the columns below, share the most significant *Achievements* and *Challenges* you experienced in your ministry this year

*(Insert as many additional rows as you need.)*

<p style="text-align: center;"><b>Achievements</b></p> <p><i>This really went well . . .</i>  <i>I am proud of . . .</i>  <i>I have been pleasantly surprised by . . .</i>  <i>I have been the most effective . . .</i></p>	<p style="text-align: center;"><b>Challenges</b></p> <p><i>This didn't go so well . . .</i>  <i>I was disappointed by . . .</i>  <i>I really need to work on . . .</i>  <i>If I could do this over again I would . . .</i></p>

*Staff Name*

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**Section 4**

**Goals & Action Plans for Next Year**

*(Insert as many additional rows as you need.)*

Goals <i>For 2007</i>	Action Plans <i>For Achieving Those Goals</i>

**Additional Observations and Recommendations:**

\_\_\_\_\_ Date \_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Reviewer Signature