

4. Unanimity: seeks out open, honest discussions on areas of responsibility and whatever decision is arrived at, implements wholeheartedly, as if it was own decision; submission

- 1 2 3 4 5 6 7 8 9 10
5. Flexibility in areas of assigned responsibility; to be open to change

- 1 2 3 4 5 6 7 8 9 10
6. Forgiveness: readily forgives when wronged, seeks forgiveness if another has been wronged

- 1 2 3 4 5 6 7 8 9 10
7. Genuine interest: demonstrates a genuine interest in those directly under your ministry and those not directly under your ministry

- 1 2 3 4 5 6 7 8 9 10
8. People-oriented: demonstrates genuine willingness to minister to "problem people"

- 1 2 3 4 5 6 7 8 9 10
9. Self improvement: demonstrates ability and desire to grow and mature; taking initiative in seeking out ways to grow as a person

- 1 2 3 4 5 6 7 8 9 10
10. Disposition: a thankful, positive state of mind that will highly influence the outcome of any given task

- 1 2 3 4 5 6 7 8 9 10

EFFORT

	Weak									Strong	Ltd.
	Basis										
1. <u>Motivation</u> : sweat, hard work, "making every effort", desire to attain goals and achieve	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

2. <u>Productivity</u> : one's effectiveness in producing results; efficiency	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

3. <u>Quantity of work</u> : not only the amount but what is actually accomplished	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

4. <u>Quality of Work</u> : the correctness of work performed, accuracy, neatness and completeness	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

5. <u>Responsiveness</u> : quick to deal with important issues	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

6. <u>Dependability/Reliability</u> : the ability to do required responsibilities well with a minimum amount of supervision, requires little follow-up, completes in timely fashion	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

7. <u>Prioritization</u> : the ability to organize all responsibilities and order them with wisdom as to their importance and aggressively seek to attain them	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

8. Alertness/adaptability: ability to grasp instructions, to meet changing conditions, cope with unexpected activities, and to solve novel or problem situations 1 2 3 4 5 6 7 8 9 10
-
-
-
9. Stewardship: expressing care and concern for church property, resources and finances, avoiding waste, returning equipment/materials used to proper locations 1 2 3 4 5 6 7 8 9 10
-
-
-
10. Confidentiality: the ability to be entrusted with confidences and/or sensitive information, having an understanding of information to be held at staff level only 1 2 3 4 5 6 7 8 9 10
-
-
-
11. Initiative: the ability to look ahead, anticipate what needs to be done, and pursue the next steps without waiting for specific instruction to do so 1 2 3 4 5 6 7 8 9 10
-
-
-
12. Job Knowledge: the information concerning work duties which an individual should know for satisfactory performance 1 2 3 4 5 6 7 8 9 10
-
-
-
13. Communication with supervisor: the appropriate degree of informing supervisor about project status, problem areas, upcoming plans/activities, and work schedule changes 1 2 3 4 5 6 7 8 9 10
-
-
-

LEADERSHIP

	Weak							Strong		Ltd.	
	Basis										
1. <u>Purpose</u> : clearly understands the overall purpose of HCC and how your ministry supports that purpose	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

2. <u>Verbal Communication</u> : able to define and effectively communicate the purpose and plan of the ministry verbally one-on-one and to a group	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

3. <u>Written Communication</u> : able to define and effectively communicate the purpose and plan of the ministry in writing	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

4. <u>Management</u> : the ability to mobilize people in your ministry to effectively support & carry out its purpose and plan; delegation	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

5. <u>Knowledge</u> : your understanding of your assigned ministry; expertise	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

6. <u>Judgment</u> : when faced with a problem, the ability to get the essential facts and reach the best conclusion in a timely fashion	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

7. <u>Creativity</u> : talent for having new ideas, for finding new and better ways of doing things and for being imaginative.	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>

PERSONAL

- | | Weak | | | | | | | | | | Strong | Ltd. |
|---|-------|---|---|---|---|---|---|---|---|----|--------|--------------------------|
| | Basis | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | <input type="checkbox"/> |
| 1. <u>Friendliness</u> : that sociability and warmth which an individual imparts in his attitude toward those he ministers to, his co-workers, his boss | | | | | | | | | | | | <input type="checkbox"/> |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| 2. <u>Work hours</u> : Observance of office/work/ministry hours, absences reported to supervisor and are reasonable in quantity and regularity | | | | | | | | | | | | <input type="checkbox"/> |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| 3. <u>Participation</u> in staff responsibilities (Monday prayer, staff meetings, etc.) | | | | | | | | | | | | <input type="checkbox"/> |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| 4. <u>Personal Evangelism/Ministry</u> : a heart for the lost; actively involved in personal evangelism or ministry programs of the church | | | | | | | | | | | | <input type="checkbox"/> |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| 5. <u>Tact/Courtesy</u> : the ability to anticipate likely effects of a statement on others before making it, polite attention granted to others | | | | | | | | | | | | <input type="checkbox"/> |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| 6. <u>Stability</u> : that quality that enables one to withstand pressure and to remain calm in crisis situations | | | | | | | | | | | | <input type="checkbox"/> |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| 7. <u>Reputation</u> among those in your ministry area | | | | | | | | | | | | <input type="checkbox"/> |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | |

Weak Basis Strong Ltd.

8. Reputation in the wider church body 1 2 3 4 5 6 7 8 9 10
-
-
-
9. Reputation in the community 1 2 3 4 5 6 7 8 9 10
-
-
-
10. Physical Fitness: ability to perform job function consistently with minimum of fatigue, committed to a regular exercise program 1 2 3 4 5 6 7 8 9 10
-
-
-
11. Personal Appearance: dress habits; the outward impression one makes on others 1 2 3 4 5 6 7 8 9 10
-
-
-
11. Housekeeping: the orderliness and cleanliness of your work space, conscious of the impact of your workspace on others around you and visitors to your workspace 1 2 3 4 5 6 7 8 9 10
-
-
-

Additional Comments:

Signed _____

Date _____

Evaluator _____

SUMMARY AND COMMENTS

Major strong points are:

1. _____
2. _____
3. _____

Major areas requiring improvement are:

1. _____
2. _____
3. _____