

Manley Baptist Church

EMPLOYEE SELF EVALUATION & FEEDBACK

Secretarial/Clerical & Maintenance

Instructions: Employee completes and duplicates. Keep original for use in scheduled meeting. Give duplicate to supervisor at the meeting.

Employee	Job Title	Date

1. Based on your job description and work assignments, what work skills are required for you to perform your overall job successfully? Please circle.

Art Work	Equipment operator	Machine repair	Telephone
Carpentry	Filing	Painting	Transcription
Communications	Furniture repair	Punctuation	Typing
Computer operations	Grammar	Receptionist	Other _____
Custodial	Human Relations	Shorthand	Other _____
Editing	Layout	Spelling	Other _____

2. In which of the work skills you have checked, do you feel you excel?

3. In which of the work skills you have circled, do you feel you need to improve, if any?

4. What improvement plan do you propose?

5. What frustration, if any, do you encounter in performing your job?

6. In what ways, if any, could your supervisor be of greater help to you in the performance of your job?

7. On what tasks, duties, have you spent most of your time during the last six months?

8. Do you have any comments, suggestions on work improvements, or whatever, that you would like to discuss with your supervisor?