

Manley Baptist Church Performance Appraisal Overview

Enclosed you will find copies of the Performance Review For Non-Exempt Employees that you are responsible for completing on regular employees. If you are responsible for an Exempt employee you will also find a separate review form for this classification. Exempt employees are those who are paid a salary, give direction to other employees and are not entitled to over-time.

The Non-Exempt Review form contains twenty character and ability traits with a definition of each. Right above the first character trait (Accuracy) is a rating scale that is equal to the following numerical equivalents:

Definitely Unsatisfactory		Below Expected		Satisfactory		Above Expected		Outstanding	
-	+	-	+	-	+	-	+	-	+
.5	1	1.5	2	2.5	3	3.5	4	4.5	5

Please put the corresponding numerical equivalent on the rating scale blank line that best exemplifies the person for that trait.

Example:

Accuracy...

		2.5		
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The fifth page is provided for the supervisor to counsel with the employee. After you have completed the form, add the twenty numerical ratings and divide by 20 for the average rating. Note it on the bottom of the fifth page in the circle. Have the employee sign the evaluation and provide them a copy. Return the original along with a copy of the "Feedback" sheet to administrator by Friday, November 19th.

The Exempt Review form is slightly different but should be easily understood.

Please do an honest evaluation. You should give positive encouragement but the evaluation must also include a fair and honest assessment of any problem areas. Remember, if you give glowing remarks for poor work, it could be used against you in court if you later need to terminate the employee.

Also, please discuss the “Feed Back” sheet the worker has completed. If they did not complete the form, go through the question and try to encourage the worker to respond. Write up their responses and get the employee to sign the sheet.

I have included a sheet of “Coaching Techniques” to help us focus our performance evaluations. Please study this before you begin.

If you have any questions concerning either form, please contact me.