

Manley Baptist Church

2004

**Job
Performance Review
For**

Non-Exempt

Employees

Manley Baptist Church

PERFORMANCE APPRAISAL

NON-EXEMPT EMPLOYEES

Employees' Name _____ Title _____

Reason for Review Annual Promotion Merit Unsatisfactory Performance
 End of Introductory Period Peer Appraisal Other

Employee hire date: _____ Date of last appraisal: _____ Date of current appraisal: _____

Instructions:

- A. Complete the background data at the top of this page.
- B. Listed below are a number of traits, abilities and characteristics that are important for the success of our ministry. Place a numerical score over the descriptive phrase that most nearly describes the person being rated.
- C. Two common mistakes in rating are: 1) Appraiser tendency to rate nearly everyone as "average" on every trait instead of being more critical in judgment. The appraiser should use the ends of the scale as well as the middle; 2) The "halo effect," i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points and these should be indicated according to the rating scale just below:

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

1. ACCURACY is the correctness of work duties performed.

Accuracy of work is unsatisfactory	Careless; makes recurrent errors Substandard accuracy	Usually accurate; makes only average number of mistakes	Requires little supervision; is exact and precise most of time.	Requires absolute minimum of supervision; is most always accurate
------------------------------------	--	---	---	---

2. ALERTNESS is the ability to grasp instructions, to meet changing conditions and to solve novel or problem situations

Slow to grasp instructions & learn new jobs	Requires more than average instructions and explanations	Grasps instructions with average ability	Usually quick to understand instructions & learn new jobs	Exceptionally able to learn new jobs and adapt to new situations
---	--	--	---	--

3. ATTAINMENT against standards of performance.

Definitely Unsatisfactory.	Substandard but making progress.	Doing an average, job.	Definitely above average.	Outstanding.
----------------------------	----------------------------------	------------------------	---------------------------	--------------

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

4. ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.

Often absent without sufficient reason and/or frequently reports for work late.	Below standards in attendance and/or reporting for work on time.	Present and on time as expected.	Very prompt; regular in attendance.	Always regular and prompt; available for overtime when needed.
---	--	----------------------------------	-------------------------------------	--

5. ATTITUDE is the feelings or emotions displayed toward the job and fellow employees.

Unsatisfactory attitude for the job.	Frequently displays a poor attitude.	Generally acceptable attitude.	Very good attitude; nice to be around.	Excellent attitude.
--------------------------------------	--------------------------------------	--------------------------------	--	---------------------

6. CONFIDENTIALITY is the ability to be entrusted with confidences.

Gossiper, quick to reveal confidences.	Needs reminding to hold confidences.	Fairly reliable with confidences.	Can be trusted with most confidences.	Holds statements in the strictest confidences.
--	--------------------------------------	-----------------------------------	---------------------------------------	--

7. COOPERATION is the ability to work with others.

Uncooperative hard to work with.	Sometimes resents helping out or being helped.	Usually willing to help or receive help.	Always available & willing to help or be helped.	Excellent cooperation with others.
----------------------------------	--	--	--	------------------------------------

8. COURTESY is the polite attention an individual gives other people.

Blunt; discourteous; antagonistic.	Sometimes discourteous.	Agreeable and pleasant.	Always very polite and pleasant.	Inspiring to others in being courteous and very pleasant.
------------------------------------	-------------------------	-------------------------	----------------------------------	---

9. CREATIVITY is the talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

Rarely has a new idea; is unimaginative.	Occasionally comes up with a new idea.	Has average imagination; has reasonable number of new ideas.	Frequently suggests better ways of doing things; is very imaginative.	Continually seeks new and better ways of doing things; is extremely imaginative.
--	--	--	---	--

10. DEDICATION is the degree of devotion one has for the job or ministry .

Very little dedication.	Sometimes questionable.	Satisfactory, no cause for questioning.	Sets a high example to follow.	Total devotion to the task.
-------------------------	-------------------------	---	--------------------------------	-----------------------------

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

11. DEPENDABILITY is the ability to do required jobs well with a minimum of supervision

Requires close supervision; is unreliable.

Sometimes requires prompting.

Usually takes care of necessary tasks and completes with reasonable promptness.

Requires little supervision; is reliable.

Requires absolute minimum of supervision.

12. DRIVE is the desire to attain goals, to achieve.

Has poorly defined goals and acts without purpose; puts forth practically no effort.

Sets goals too low; puts forth little effort to achieve.

Has average goals and usually puts forth effort to reach these.

Strives hard; has high desire to achieve.

Sets high goals and strives to reach these.

13. FRIENDLINESS is the sociability and warmth which an individual imparts in one's attitude toward customers, other employees; supervisor, and the persons one may supervise.

Very distant and aloof. Generally not sociable.

At times not friendly.

Warm; friendly;

Very sociable and friendly.

Extremely friendly; excellent at establishing good will.

14. HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his work area.

Disorderly or untidy.

Some tendency to be careless and untidy.

Ordinarily keeps work area fairly neat.

Quite conscientious about neatness and cleanliness.

Unusually neat, clean and orderly.

15. JOB KNOWLEDGE is the information concerning work duties that an individual should know for a satisfactory job performance.

Poorly informed about work duties.

Lacks knowledge of some phases of work.

Moderately informed; can answer most job related questions.

Understands all phases of work.

Has complete mastery of all phases of job.

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

16. PERSONALITY is an individual's behavior characteristics or his personal suitability for the job.

Personality unsatisfactory for this job	Personality may not be suited for this job.	Satisfactory personality for this job.	Very desirable personality for this job.	Outstanding personality for this job.
---	---	--	--	---------------------------------------

17. PERSONAL APPEARANCE is the personal impression an individual makes on others.
(Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

Very untidy; poor taste in dress.	Sometimes untidy and careless about personal appearance.	Generally neat and clean; satisfactory personal appearance	Careful about personal appearance; good taste in dress.	Unusually well groomed; very neat; excellent taste in dress.
-----------------------------------	--	--	---	--

18. PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue.
(Consider physical alertness and energy.)

Tires easily; may not be physically able to perform job.	Frequently tires and is slow.	Meets physical and energy job requirements.	Energetic; seldom tires.	Excellent health; alert and energetic.
--	-------------------------------	---	--------------------------	--

19. QUANTITY OF WORK is the amount of work an individual does in a workday.

Does not meet minimum quantity requirements.	Quantity of work below expected level.	Volume of work is satisfactory.	Very industrious; does more than is required.	Superior work production record.
--	--	---------------------------------	---	----------------------------------

20. STABILITY is the ability to withstand pressure and to remain calm in crisis situations.

Conduct becomes unsatisfactory under pressure; is nervous and unstable.	Occasionally unstable under pressure; is easily irritated.	Has average tolerance for crisis; usually remains calm.	Tolerates most pressure; likes crises more than the average person.	Performs well under pressure; really effective at solving crisis situations.
---	--	---	---	--

Comments

Major strong points are...

1. _____
2. _____
3. _____

...and these can be used more effectively by doing the following:

Review Performed By

Areas for improvement are...

1. _____
2. _____
3. _____

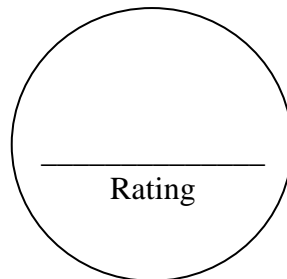
...and these can be strengthened by doing the following:

Title

A copy of this report has been given to me and has been discussed with me.

Employee's Signature

Date



Rating