

2009 Employee Annual Review

The **purpose** of this review is to provide a formal opportunity for open dialogue between the employee and supervisor on issues related to job performance, work ethic, environment and any other factors that have a relevant impact on how the employee achieves his/her job description. It also provides a summary of the achievements relating to the previous year's annual goals.

The **principle** for developing a functional review is to make comments as specific and succinct as possible, and to prepare to support them in review dialogue as needed.

The **process** is as follows:

- Employee and Supervisor work together to establish incremental deadlines and dates for review meetings.
- Employee completes 'Section One' of review and forwards electronic copy to Supervisor.
- Supervisor collects 360° reviews for each employee.
- Supervisor completes 'Section Two' of review.
- Team Captain and Supervisor meet to complete 'Section Three' of review.
- Employee and Supervisor meet to conduct review and to evaluate accuracy of employee's most recent Job Description.
- Supervisor completes 'Section Four', signs the review, and forwards to Employee for signature. Supervisor then forwards paper copy of review to Team Captain.
- Team Captain completes 'Section Five' in consideration of review documentation, signs the review and forwards signed paper review copy and 360 reviews to Sarah Bickford **by no later than June 1, 2009.**

Staff Member:

Supervisor:

SECTION ONE: TO BE COMPLETED BY EMPLOYEE PRIOR TO THE REVIEW MEETING

8 CORE VALUES OF CCC STAFF: EVALUATE YOURSELF OVER THE PAST YEAR IN COMPARISON TO THESE VALUES.

CHRISTLIKENESS

How has your walk with the Lord been this past year?

CHARACTER

In what areas has God been working with your character?

CHEMISTRY

How have you been getting along with your staff teammates? Are there any relational struggles?

CULTURE

What do you enjoy about working at Christ Community? Do you have any issues with the church or its' leadership?

CULTIVATOR	How have you done at building volunteer teams this past year? Where are your current team numbers as compared to last year?

COMPETENCY	How have your skills, experience and abilities lined up to what was required of you this past year?

CAPACITY	How much has been added to your plate this past year? Do you feel you have room to add more if needed?

CALLING	Do you still feel called to working here? Do you still feel called to your position/area of ministry?

PLEASE EVALUATE YOURSELF ON JOB PERFORMANCE, PERSONAL DEVELOPMENT & OVERALL HEALTH/BALANCE.

HITTING THE TARGET	Highlight of big wins this past ministry season related to the top annual goals or ongoing goals.

MISSING THE TARGET	Highlight missed opportunities or achievements this past ministry season related to the top annual goals or ongoing goals.

OTHER PERFORMANCE RELATED ITEMS	What are the key concerns you have or opportunities you see that are important to your ministry development – positive or negative?

PERSONAL DEVELOPMENT	What are your key personal development goals for the upcoming year?

**SOUL CARE /
PERSONAL HEALTH
& BALANCE**

Do you feel you are in a healthy / balanced place in your life right now? Why or why not?

SECTION TWO: TO BE COMPLETED BY SUPERVISOR PRIOR TO THE REVIEW MEETING

**PERFORMANCE
OVERVIEW**

What are the key concerns you have or opportunities you see that are important to the employee's ministry deployment – positive or negative?

**FEEDBACK FOR
DEVELOPMENT**

What should some key personal development goals be for the upcoming year?

OVERALL EVALUATION FOR PAST REVIEW PERIOD

SECTION THREE: TO BE COMPLETED BY TEAM CAPTAIN (IN CONSULTATION WITH SUPERVISOR) PRIOR TO REVIEW MEETING

GRID PLACEMENT:

Place an **'X'** within the box below to provide your best evaluation of where the employee CURRENTLY falls in the grid in relation to the scales measuring their Values/Behavior & Performance/Results.

Place an **'O'** within the box below to remind the employee where he/she placed in the grid during the 2008 ANNUAL REVIEW PROCESS.

Values / Behaviors	+	2	1
	-	4	3
		-	+
		Performance / Results	

SECTION FOUR: TO BE COMPLETED BY SUPERVISOR FOLLOWING THE REVIEW MEETING

CONFERENCE / FOLLOW UP NOTES (May include comments from the Team Captain, Executive Pastor and/or Senior Pastor)

I acknowledge:

- 1) I have been presented with and discussed my '2009 Annual Employee Review' with my Supervisor
- 2) I have reviewed my most current Job Description and state that: *(check the appropriate box below)*

changes are needed (and noted in the attached copy)
 it is current and accurate

Staff Member Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

SECTION FIVE: TO BE COMPLETED BY TEAM CAPTAIN FOLLOWING THE REVIEW MEETING

Employee Name: _____ FOR REVIEW PERIOD JULY 2008– MAY 2009

OVERALL EMPLOYEE RATING: <i>(CONSISTENT WITH REVIEW)</i>	
+	Employee consistently goes above & beyond / “All-Star” <i>Falls in grid square #1, Typically 10% or less of total work force</i>
=	Employee has done good work / is meeting expectations <i>Falls in grid #2, Typically 85% or more of total work force</i>
-	Improvements are needed <i>Falls in grids #3 or #4, Typically 5% or less of total work force</i>

Team Captain's Signature: _____ Date: _____

Executive Pastor's Signature: _____ Date: _____