

# Performance Evaluation

On an annual basis the staff of the Kirk of Bonnie Brae will be reviewed on key areas as identified by Kirk Leadership. During this time the staff is asked to reflect on their year and how they've been able to show up in these areas. This is an opportunity for a dialogue to ensure that in the coming year the staff is aligned in achieving goals and expectations of the church.

\* Required

1. Email address \*

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2. Person(s) completing evaluation

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3. Name of person being evaluated

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## Key Areas of Performance

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Does Not Meet Expectations indicates that he/she is lacking consistency or effect some or all of the time.

Meets Expectations indicates that he/she is consistently performing effectively.

Exceeds Expectations indicates that he/she is consistently going astronomically above and beyond the expectations, this person takes on additional duties, projects or otherwise contributes in ways that are not expected.

4. \*

*Check all that apply.*

	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective Planning, organization and time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Position and Profession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. Areas of Improvement/Opportunities for Development**

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**6. Please review the church's mission statement and provide a goal that can be achieved within the next year which directly impacts the mission of the church**

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**7. Provide two additional goals you'd like to work to achieve in the next year**

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☐ Send me a copy of my responses.