**Church Housekeeping and Maintenance Employee Evaluation Form**

**Performance Assessment:**

**EE** - Exceeds Expectations

**ME** - Meets Expectations

**NI** - Needs Improvement to Meet Expectations

**Performance Measures:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Competency | Performance Assessment | | | Score /3.0 |
| **EE** | **ME** | **NI** |
| Safety: Demonstrates a commitment to safety by following safety rules & guidelines; follows good housekeeping and maintenance practices, takes proper care of equipment. Meets requirements of 100% participation in safety training & 100% safety actions completed. |  |  |  |  |
| Comments | | | | |
| Attendance: Regular & punctual attendance. Individual is at workstation when scheduled and remains for the duration of shift. |  |  |  |  |
| Comments | | | | |
| Initiative & Energy: Takes advantage of training opportunities and progresses through work stations at an acceptable rate. Initiates actions without needing direction; Demonstrates a sense of urgency; Corrects errors; Requests assistance in a timely manner; Handles unexpected situations calmly & efficiently to minimize problems. |  |  |  |  |
| Comments | | | | |
| Quality: Considers accuracy & the appearance of work, committed to quality and excellence and to continuous improvement efforts. Recognizes & learns from mistakes, taking appropriate action to reduce errors. Understands the role that quality and dependability plays in staff and member/guest satisfaction. |  |  |  |  |
| Comments | | | | |
| Productivity: Properly uses church provided materials & equipment to effectively and efficiently complete varying workload in a timely fashion. |  |  |  |  |
| Comments | | | | |
| Problem Solving: Demonstrates the ability to gather information, to critically evaluate options, seeking alternative perspectives to identify root causes & develop solutions. |  |  |  |  |
| Comments | | | | |
| Communication: Organizes & expresses ideas and information clearly, using appropriate and efficient methods of conveying the information with supervisor, colleagues, church staff, and church members. Communicates accurately & honestly in an open, candid and respectful manner. |  |  |  |  |
| Comments | | | | |
| Integrity: Demonstrates a commitment by adhering to church values, policies & procedures. Does the right thing, conducts himself/herself in an ethical manner in accordance with our conduct guidelines. |  |  |  |  |
| Comments | | | | |

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| Development Plan |

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| --- | --- | --- | --- |
| Overall Comments – Employee  Overall Comments – Supervisor | | | |
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