Administrative Staff Performance Evaluation

***To be completed by the supervisor***

Name of staff person :
Position:
Supervisor:
Evaluation date:

*Write notes in the margins for added specificity and clarity.*

**1. Effectiveness in Dealing with People:** Extent to which employee cooperates with and effectively influences those with whom s/he comes in contact. (This item includes showing respect and communicating effectively with congregation, staff, and others.)

*a. Regarding Internal Relations*

\_\_\_\_\_ Extraordinary relational skills.

\_\_\_\_\_ Above average relational skills.

\_\_\_\_\_ Maintains effective working relations with others.

\_\_\_\_\_ Somewhat less effective than required by job.

\_\_\_\_\_ Relations too ineffective to remain in job without improvement.

*b. Regarding External Relations*

\_\_\_\_\_ Extraordinary relational skills.

\_\_\_\_\_ Above average relational skills.

\_\_\_\_\_ Maintains effective working relations with others.

\_\_\_\_\_ Somewhat less effective than required by job.

\_\_\_\_\_ Relations too ineffective to remain in job without improvement.

**2. Job Knowledge:** Extent of job information and understanding possessed by employee. (This item includes acquiring necessary new information.)

\_\_\_\_\_ Extraordinarily well informed.

\_\_\_\_\_ Well informed on all phases of work.

\_\_\_\_\_ Knowledge fully satisfies job requirements.

\_\_\_\_\_ Lacks some required knowledge.

\_\_\_\_\_ Knowledge inadequate to remain in job without improvement.

**3. Accuracy:** Correctness in performance of work duties and responsibilities.

\_\_\_\_\_ Nearly always accurate. Requires minimal supervision.

\_\_\_\_\_ Highly accurate most of the time. Requires little supervision.

\_\_\_\_\_ Usually accurate; makes average number of errors. Requires average supervision.

\_\_\_\_\_ Makes more than the acceptable number of errors. Requires extra supervision.

\_\_\_\_\_ Careless; makes frequent errors. Requires close supervision.

**4. Effectiveness** in carrying out goals and attaining objectives.

\_\_\_\_\_ Superior effectiveness; highly meritorious performance.

\_\_\_\_\_ Above average effectiveness.

\_\_\_\_\_ Satisfactory effectiveness.

\_\_\_\_\_ Just getting by; needs improvement.

\_\_\_\_\_ Clearly ineffective; corrective action needed.

**5. Efficiency** in completing a normal amount of work in a timely manner.

\_\_\_\_\_ Highly industrious; superior work output.

\_\_\_\_\_ Industrious; exceeds the norm.

\_\_\_\_\_ Amount and timeliness of work is satisfactory.

\_\_\_\_\_ Barely completing enough work to get by; needs improvement.

\_\_\_\_\_ Not meeting minimum requirements; corrective action needed.

**6. Judgment/Discretion:** Extent to which decisions and actions are appropriate and based on sound reasoning.

\_\_\_\_\_ Superior judgment at all times.

\_\_\_\_\_ Excellent judgment in determining the proper course of action.

\_\_\_\_\_ Exercises good judgment.

\_\_\_\_\_ Judgment not entirely adequate to meet the demands of the job.

\_\_\_\_\_ Judgment too poor to remain in job without improvement.

**7. Initiative:** Extent to which employee is a self-starter in attaining job objectives.

\_\_\_\_\_ Extraordinary initiative.

\_\_\_\_\_ Shows above average initiative.

\_\_\_\_\_ Displays satisfactory initiative.

\_\_\_\_\_ Lacks initiative in some respects.

\_\_\_\_\_ Lacks sufficient initiative to remain in job without improvement.

**8. Job Attitude:** Amount of interest, enthusiasm, and positive intent shown on the job.

\_\_\_\_\_ Exceptionally positive attitude at all times.

\_\_\_\_\_ Very positive, interested, and enthusiastic.

\_\_\_\_\_ Good attitude.

\_\_\_\_\_ Attitude poor in some respects.

\_\_\_\_\_ Attitude too poor to remain in job without improvement.

**9. Adaptability:** Extent to which employee adapts to changes in work situation.

\_\_\_\_\_ Highly adaptable in all situations.

\_\_\_\_\_ Quickly adapts to changes.

\_\_\_\_\_ Adapts to changes with little difficulty.

\_\_\_\_\_ Resists changes in work situation.

\_\_\_\_\_ Does not adapt enough to remain in job without improvement.

**10. Self-Presentation:** General physical and verbal appearance.

\_\_\_\_\_ Exceedingly favorable presentation.

\_\_\_\_\_ Favorable presentation.

\_\_\_\_\_ Satisfactory presentation.

\_\_\_\_\_ Presentation of self needs some improvements.

\_\_\_\_\_ Presentation too unfavorable to remain in job without improvement.

**11. Dependability:** Extent to which employee can be counted upon to carry out instructions, be on the job, and fulfill responsibilities.

\_\_\_\_\_ Extraordinary dependability in all respects.

\_\_\_\_\_ Above average dependability.

\_\_\_\_\_ Fully satisfies dependability of the job.

\_\_\_\_\_ Dependability is not fully satisfactory.

\_\_\_\_\_ Too unreliable to remain in job without improvement.

**12. Attendance:**

\_\_\_\_\_ Excellent attendance.

\_\_\_\_\_ Seldom absent.

\_\_\_\_\_ Occasionally absent.

\_\_\_\_\_ Often absent; poses a problem.

\_\_\_\_\_ Excessive absenteeism; cannot be depended upon.

Overall Appraisal of Employee Performance.

(Average of 12 preceding ratings).

**\_\_\_\_\_ Topnotch performance.** Superior contribution to the association.

**\_\_\_\_\_ Consistently above average** performance. Excellent work.

**\_\_\_\_\_ Fully competent** in present job. Good performance.

**\_\_\_\_\_ Does not fully meet requirements** of the job.

**\_\_\_\_\_ Inadequate to remain** in present job without improvement.

General Comments:

Strengths To Build On:

Areas To Work On: