



SOUTHERN UNION CONFERENCE
Performance Evaluation Review

I. Employee Information									
Employee Name:			Date:						
Department:			Job Title:						
Supervisor:			Review Period:		From	To			
Rating Scale									
1	2	3	4	5	6	7	8	9	10
Unacceptable		Needs Improvement		Meets Requirements		Very Good		Outstanding	
II. Functional Areas		Description				Rating			
Performance 10 Points Each									
Job Knowledge	Possesses skills and knowledge to perform the job duties and responsibilities competently.					1 2 3 4 5 6 7 8 9 10 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>			
Productivity	Gets things done. Follows through and completes task/projects in a timely manner and according to schedule, overcomes obstacles, and proposes solutions.					1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>			
Quality of Work	Work is complete, neat, accurate, timely and thoughtful.					1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>			
Problem Solving	Identifies and takes initiative in solving problems, secures relevant information and implements solutions.					1 2 3 4 5 6 7 8 9 10 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>			
Average Score <u>10.00</u> of 10.00					Point Score <u>40.00</u> of 40				
Interpersonal Skills 8 Points Each									
Communication Skills	Connects with peers, subordinates and customers, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills.					1 2 3 4 5 6 7 8 9 10 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>			
Teamwork	Works with others to achieve a common goal; encourages collaboration; adaptable to changes in work assignments and/or the environment.					1 2 3 4 5 6 7 8 9 10 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>			
Cooperation	Shows respect to co-workers, supervisor, conferences, church members, etc., interacting in a professional manner resulting in established and committed relationships.					1 2 3 4 5 6 7 8 9 10 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>			
Average Score <u>1.00</u> of 10.00					Point Score <u>2.40</u> of 24				

Organizational Skills

6 Points Each

Customer Service	Responds effectively and in a timely manner to the needs of a diverse set of internal and external customers such that customer service is accurate, courteous, and effective.	1 2 3 4 5 6 7 8 9 10 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Adaptability	Easily adapts to organizational change (e.g. technology, resources, schedule, and personnel).	1 2 3 4 5 6 7 8 9 10 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Planning/Organizing	Establishes and manages work priorities; efficiently allocates time and utilizes resources appropriately; effectively handles multiple assignments.	1 2 3 4 5 6 7 8 9 10 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

Average Score 1.00 of 10.00

Point Score 1.80 of 18

Personal

4 Points Each

Attitude	Displays a positive attitude; Shows courtesy, poise, cheerfulness, and emotional stability in interpersonal relationships.	1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Attendance/Punctuality	Arrives to work on time works on day scheduled, and gives advance notice for time away from the office, submitting required approval.	1 2 3 4 5 6 7 8 9 10 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Initiative	Displays self-motivation; requires minimal supervision, requests additional assignments or responsibilities; suggest and implements improved work methods.	1 2 3 4 5 6 7 8 9 10 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

Average Score 2.00 of 10.00

Point Score 2.40 of 12

Click for overall rating:

Total Average/Weighted Score 4.96 of 10.00

Total Point Score 46.60 of 94

III. Overall Rating	IV. Overall Recommendations
<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Unacceptable	Comments:

V. Setting Goals	Action Plan	Time Required	Resources Needed
Goal # 1:			
Goal # 2:			
Goal # 3:			
<p align="center">VI. Employee Comments (Optional) <i>The employee may choose to provide additional comments about his/her performance.</i></p>			
<p>Comments:</p>			
<p align="center">VI. Signatures <i>The signature of the employee signifies the employee has had a review meeting with his/her supervisor and has read and received a copy of his/her evaluation. It does not necessarily signify agreement.</i></p>			
Employee Signature:			
Supervisor Signature:			
Supervisor Signature:			
Human Resources Signature:			

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