



**SUPERVISOR EVALUATION**

# SUPERVISOR EVALUATION

SPRING 2016

(SUPERVISOR FILLS OUT FOR MINISTRY ASSISTANTS, COORDINATORS,  
PT EMPLOYEES, FACILITIES, BUSINESS OFFICE)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position/DEPT \_\_\_\_\_

Supervisor: \_\_\_\_\_

PLEASE RATE EMPLOYEE IN THE FOLLOWING AREAS, ADD YOUR COMMENTS, MEET WITH EMPLOYEE AND THEN TURN THIS FORM IN TO YOUR SUPERVISOR ALONG WITH THE EMPLOYEE'S SELF EVALUATION."

**1. EFFECTIVENESS IN DEALING WITH PEOPLE:** Extent to which employee cooperates with and effectively influences those with whom they come in contact. (This includes communicating effectively with congregation, staff, and others.)

a. Regarding Internal Relationships (staff)

- \_\_\_\_\_ 5- Extraordinary relational skills.
- \_\_\_\_\_ 4- Above average relational skills.
- \_\_\_\_\_ 3- Maintains effective working relations with others.
- \_\_\_\_\_ 2- Somewhat less effective than required by job.
- \_\_\_\_\_ 1- Relations too ineffective to remain in job without improvement.

b. Regarding External Relationships (Congregation, vendors, etc)

- \_\_\_\_\_ 5- Extraordinary relational skills.
- \_\_\_\_\_ 4- Above average relational skills.
- \_\_\_\_\_ 3- Maintains effective working relations with others.
- \_\_\_\_\_ 2- Somewhat less effective than required by job.
- \_\_\_\_\_ 1- Relations too ineffective to remain in job without improvement.



**2. JOB KNOWLEDGE:** Extent of job information and understanding employee has in his/her role. (This includes acquiring necessary new information. Should include computer skills, ministry specific knowledge/ skills, etc)

- \_\_\_\_\_ 5- Extraordinarily well informed.
- \_\_\_\_\_ 4- Well informed on all phases of work.
- \_\_\_\_\_ 3- Knowledge fully satisfies job requirements.
- \_\_\_\_\_ 2- Lacks some required knowledge.
- \_\_\_\_\_ 1- Knowledge inadequate to remain in job without improvement.

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

- \_\_\_\_\_ 5- Nearly always accurate. Requires minimal supervision.
- \_\_\_\_\_ 4- Highly accurate most of the time. Requires little supervision.
- \_\_\_\_\_ 3- Usually accurate; makes average number of errors. Requires average supervision.
- \_\_\_\_\_ 2- Makes more than the acceptable number of errors. Requires extra supervision.
- \_\_\_\_\_ 1- Careless; makes frequent errors. Requires close supervision.

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

- \_\_\_\_\_ 5- Superior effectiveness; highly meritorious performance.
- \_\_\_\_\_ 4- Above average effectiveness.
- \_\_\_\_\_ 3- Satisfactory effectiveness.
- \_\_\_\_\_ 2- Just getting by; needs improvement.
- \_\_\_\_\_ 1- Clearly ineffective; corrective action needed.

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

- \_\_\_\_\_ 5- Highly industrious; superior work output.
- \_\_\_\_\_ 4- Industrious; exceeds the norm.
- \_\_\_\_\_ 3- Amount and timeliness of work is satisfactory.
- \_\_\_\_\_ 2- Barely completing enough work to get by; needs improvement.
- \_\_\_\_\_ 1- Not meeting minimum requirements; corrective action needed.



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

- \_\_\_\_\_ 5- Superior judgment at all times.
- \_\_\_\_\_ 4- Excellent judgment in determining the proper course of action.
- \_\_\_\_\_ 3- Exercises good judgment.
- \_\_\_\_\_ 2- Judgment not entirely adequate to meet the demands of the job.
- \_\_\_\_\_ 1- Judgment too poor to remain in job without improvement.

**7. INITIATIVE:** Extent to which I am a self-starter.

- \_\_\_\_\_ 5- Extraordinary initiative. (give examples)
- \_\_\_\_\_ 4- Shows above average initiative.
- \_\_\_\_\_ 3- Displays satisfactory initiative.
- \_\_\_\_\_ 2- Lacks initiative in some respects.
- \_\_\_\_\_ 1- Lacks sufficient initiative to remain in job without improvement.

**8. JOB ATTITUDE:** Amount of interest, enthusiasm, and positive intent shown on the job. I support CWC verbally and in my actions; honor employment commitments.

- \_\_\_\_\_ 5- Exceptionally positive attitude at all times.
- \_\_\_\_\_ 4- Very positive, interested, and enthusiastic.
- \_\_\_\_\_ 3- Good attitude.
- \_\_\_\_\_ 2- Attitude poor in some respects. Negative.
- \_\_\_\_\_ 1- Attitude too poor to remain in job without improvement. Chronic complaint.

**9. ADAPTABILITY:** Extent to which I adapt to changes in work situation.

- \_\_\_\_\_ 5- Highly adaptable in all situations. Easy to approach.
- \_\_\_\_\_ 4- Quickly adapts to changes.
- \_\_\_\_\_ 3- Adapts to changes with little difficulty.
- \_\_\_\_\_ 2- Resists changes in work situation.
- \_\_\_\_\_ 1- Does not adapt enough to remain in job without improvement.



**10. SELF-PRESENTATION:** General physical and verbal appearance.

- \_\_\_\_\_ 5- Exceedingly favorable presentation.
- \_\_\_\_\_ 4- Favorable presentation.
- \_\_\_\_\_ 3- Satisfactory presentation.
- \_\_\_\_\_ 2- Presentation of self needs some improvements.
- \_\_\_\_\_ 1- 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.

- \_\_\_\_\_ 5- Extraordinary dependability in all respects. Goes above and beyond routinely.
- \_\_\_\_\_ 4- Above average dependability.
- \_\_\_\_\_ 3- Fully satisfies dependability of the job.
- \_\_\_\_\_ 2- Dependability is not fully satisfactory.
- \_\_\_\_\_ 1- Too unreliable to remain in job without improvement.

**12. ATTENDANCE:**

- 5- Excellent attendance.
- 4- Seldom absent.
- 3- Occasionally absent.
- 2- Often absent; poses a problem.
- 1- Excessive absenteeism; cannot be depended upon.

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**OVERALL RATING.  
(AVERAGE OF 12 PRECEDING RATINGS).**

- \_\_\_\_\_ **5-Topnotch performance.** Superior contribution to CWC.
- \_\_\_\_\_ **4-Consistently above average** performance; Excellent work.
- \_\_\_\_\_ **3-Fully competent** in present job. Good performance.
- \_\_\_\_\_ **2-Does not fully meet requirements** of the job.
- \_\_\_\_\_ **1-Inadequate to remain** in present job without improvement.



WELL DONES/ STRENGTHS THIS EMPLOYEE COULD BUILD ON:

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OPPORTUNITIES FOR IMPROVEMENT/AREAS FOR THIS EMPLOYEE TO WORK ON:

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MY SUPERVISOR HAS DISCUSSED THIS REVIEW WITH ME:

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Employee Date

\_\_\_\_\_  
Supervisor Date



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