

First Unitarian Church  
605 Morewood Avenue  
Pittsburgh, PA 15213

**STAFF PERFORMANCE APPRAISAL**

EMPLOYEE NAME \_\_\_\_\_

**Purpose of Current Review**

- Semi-annual appraisal
- Special (examples include: particular accomplishment, evaluation of new duties, or probationary mid-point appraisal)

The performance appraisal process is designed to evaluate an employee’s work over a specified time period. The process works best when the employee and his/her supervisor plan together to build on strengths and develop areas needing improvement.

**Supervisors:** Please identify strengths and areas of performance that require improvement. It is helpful if you provide examples of the employee’s performance for each area. Examples based on your own observations or documents work best. However, if you have verified the information, second hand observations can be helpful. After the meeting, follow up on the plans mutually developed by you and the employee.

**Employees:** The more you are involved in the appraisal meeting, the more effective the process is likely to be. Listen and offer suggestions for how the supervisor can help you improve your performance. During the meeting, ask the supervisor to clarify his/her expectations of your performance. Discuss your accomplishments and long-term goals. After the meeting, follow up on the plans mutually developed by you and the employee.

Employee Please *initial* all that apply:

- 1. I received my appraisal form.
- 2. I discussed my appraisal with my supervisor.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Please initial all that apply:

- 1. I provided the appraisal form to the employee.
- 2. I discussed the appraisal form with the employee.

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**PART I: TO BE COMPLETED BY THE SUPERVISOR**

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| <p><b>Performance Rating</b><br/>                 1 = Consistently above expectations of job description<br/>                 2 = Often above expectations of job description<br/>                 3 = Meets expectations of job description<br/>                 4 = Below expectations of job description<br/>                 5 = Consistently below expectations of job description</p> |
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| ATTITUDES AND INTERACTIONS   |   |   |   |   |   |                          |
|--|---|---|---|---|---|--------------------------|
|  | 1 | 2 | 3 | 4 | 5 | Examples & Illustrations |
| 1. Cooperative and helpful attitude toward other employees                     |   |   |   |   |   |                          |
| 2. Welcoming and helpful attitude toward church members, friends, and visitors |   |   |   |   |   |                          |
| 3. Respectful & cooperative attitude toward supervisor                         |   |   |   |   |   |                          |
| 4. Ability to maintain healthy and appropriate boundaries                      |   |   |   |   |   |                          |
| 5. Ability to handle conflict or disagreement in healthy and appropriate ways  |   |   |   |   |   |                          |
| 6. Willingness to take initiative  |   |   |   |   |   |                          |
| 7. Willingness to be accountable   |   |   |   |   |   |                          |

**PART II: TO BE COMPLETED BY SUPERVISOR**

| EFFECTIVENESS ON THE JOB   |  |
|--|--|
| Accomplishments  |  |
| Areas of Strengths   |  |
| Areas for Improvement  |  |
| Goals: (Statements of general intention; define what you are trying to accomplish to improve job skills, build on strengths, meet the needs of the church, etc.) |  |
| Objectives: (Describe specific, tangible products related to goals/can be measured, observed and have steps toward goals.)                                       |  |

**PART III. TO BE COMPLETED BY THE SUPERVISOR AND EMPLOYEE TOGETHER**

| <b>INSTITUTIONAL DEVELOPMENT GOALS</b>   |
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| Within the areas of responsibility specified in this employee's job description, what institutional development goals will this employee work on over the next six months? |
| <br><br><br><br><br><br><br><br><br><br>   |

| <b>PROFESSIONAL DEVELOPMENT GOALS OR SKILL DEVELOPMENT GOALS</b>  |
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| What professional development goals or skill development goals will this employee work on over the next six months? |
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