

30 Day Job Performance Review

Name _____ Date _____

1. Punctuality/ Reliability – scale 1-10 grade _____

2. Teach ability / Ability to Learn – scale / grade _____

3. Work Ethic / Willing to go the extra mile – scale / grade _____

4. Attitude / Disposition / cooperation – scale / grade _____

5. Self-Awareness / Strengths & Weaknesses – scale / grade _____

6. Adaptability / Flexibility – scale / grade _____

7. Knowledge of Policy & Procedure – scale / grade _____

8. Knowledge of Job description – scale / grade _____

9. Mission - Focus (spiritual passion) – scale / grade _____

10. Communication / Emails – scale / grade _____

11. Preparation / Organization – scale / grade _____

12. Relationship with co-workers – scale / grade _____

13. obedience / compliance to supervisor – scale / grade _____

14. completion of assigned duties “solution focused” – scale / grade _____

15. Skills / Excellence – scale / grade _____

16. Tracking work load / expectations / priorities (excel report) – scale / grade _____

Unresolved expectations: from employee

From the church / supervisor:

I understand that some of this review is “objective” (matter of fact) and some is “subjective” (matter of opinion). My supervisor’s opinion will determine future advancement, raise in pay, continued longevity of employment, letters of reference, etc.

Employee Signature

Date

Supervisor Signature

Date
