

Staff Self Evaluation Form

Staff Person: _____ Initials: _____

Staff Position: _____

Date: _____

Part One: Check the box that best evaluates you in your ministry at the Chapel. Include explanation as needed.

RS = Relative Strength
ME = Meets Expectations
IO = Improvement Opportunity

RS ME IO
 Diligence, quantity of work.

Comments: _____

Excellence, quality of work

Comments: _____

Adaptability, reaction to obstacles.

Comments: _____

Creativity, implementation of constructive change

Comments: _____

Self-starter, takes initiative.

Comments: _____

RS ME IO

Knowledge, of ministry area.

Comments: _____

Dependability, consistency of work.

Comments: _____

Teamwork, cooperation with other ministries and staff.

Comments: _____

Leadership, effectiveness in training others.

Comments: _____

Part Two: Review your job description (attached) and respond below.

Ministry Areas not Reflected on the current Job Description

Ministry Areas to be Deleted the current Job Description

Other Comments or Changes to be made to the current Job Description. Please note these on the Job Description and return it with this form.

Part Three: Answer the Interview Questions (attached) and return it with this form.