**Employee Performance Review**

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

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

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to assist you in evaluating the past year and preparing for the year to come please answer the following questions, make a copy for yourself, and return this form to your supervisor. It is a privilege to work with you!

**Past Year**

1. In reviewing the past year in terms of the goals you were seeking to accomplish, how well do you feel you have done?
2. What have been three highlights of this past ministry year?
3. What have been three disappointments of this past year (areas you wish would have gone better)?
4. In the past year, what was your greatest success or achievement, and what steps could you take in this next year to build on that?
5. Is your current position description still accurate and is it providing enough direction for your ministry? If not, what changes would you suggest?
6. Are you feeling challenged and fulfilled in your work? Are there areas you would like to explore or get some further training in?
7. What land mines or road blocks have you encountered in your work over the past year, if any, and how will you address those in this coming year? Is there something your supervisor can do in this area?
8. How would you rate the quality of your relationships with other staff members? What could you do to improve those relationships?

**Future Direction**

1. What three measurable goals in the next 12 months would really energize you and help move things forward? Give one first step you would like to start on right away for each goal listed.
2. How would you describe your relationship with your supervisor? List some strengths and identify one area in which you believe your working relationship could be improved.
3. How would you describe the current state of your emotional and spiritual health? What can I do to support and encourage you in staying emotionally and spiritually strong?

Other comments:

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_