

Employee Name: _____

Position: _____

Review Period: _____

Please circle the rating that you think most closely describes your experience, with 1 being fully satisfied and 5 being not at all satisfied. Make recommendations as applicable, using additional sheets of paper if necessary.

Your relationship with the Board.	1	2	3	4	5
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	1	2	3	4	5
Your relationship with your direct supervisor.					

Your relationships with co-workers, including volunteers. 1 2 3 4 5

Briefly explain:

What is your comfort level in addressing your needs or initiating change:

With the Board: 1 2 3 4 5

With the Minister: 1 2 3 4 5

With volunteers within your department: 1 2 3 4 5

Briefly explain:

How would you rate your overall job satisfaction? 1 2 3 4 5

Briefly explain:

SELF EVALUATION AND JOB SATISFACTION
CONEJO VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP

EVALUATION

SECTION 1: CORE JOB FUNCTIONS

Please rate core job functions during this review period, with 1 being Excellent and 5 being Needs Improvement.

● Has knowledge of / understanding of job functions 1 2 3 4 5

Comments: _____

● Performs quality work 1 2 3 4 5

Comments: _____

● Plans ahead/ organizes work load 1 2 3 4 5

Comments: _____

● Demonstrates learning ability and persistance 1 2 3 4 5

Comments: _____

● Seeks opportunity to improve skills and meet goals 1 2 3 4 5

Comments: _____

● Observes/ follows Board policies 1 2 3 4 5

Comments: _____

Demonstrates support of Fellowship mission and strategic goals 1 2 3 4 5

Comments: _____

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- | | | | | | |
|---|---|---|---|---|---|
| ● Displays willingness to work with and for others towards the best outcome | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|

Comments: _____

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- | | | | | | |
|---------------------------------|---|---|---|---|---|
| ● Receives input constructively | 1 | 2 | 3 | 4 | 5 |
|---------------------------------|---|---|---|---|---|

Comments: _____

-
- | | | | | | |
|---|---|---|---|---|---|
| ● Fosters good relations with coworkers and congregants | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|

Comments: _____

Are there resources or support that you need/ will need perform well in the upcoming year?

SECTION 2:**JOB OBJECTIVES**

Please list each objective set in the prior review period, and your success in meeting that objective, with 1 being Excellent and 5 being further work needed.

a	_____	1	2	3	4	5
b	_____	1	2	3	4	5
c	_____	1	2	3	4	5
d	_____	1	2	3	4	5

Which achievements are you most proud of?

Which goals did you not meet, and why not?

Which other objectives did you meet, beyond your stated goals?

What kind of risks did you take during the time span of this evaluation, to further advance your personal goals or those of the Fellowship??

SECTION 3: GOALS FOR THE NEXT REVIEW PERIOD

What major objectives would you set for yourself for the upcoming year?

- a

- b

- c

- d

What resources / support will you need in order to meet these goals?

SECTION 4: OVER ALL PERFORMANCE RATING

How would you rate your overall performance over this evaluation period or church year? Circle 1 for Excellent, 5 for Needs Improvement. Consider your own expectations as well as the goals of the Fellowship and your contribution to these goals.

1 2 3 4 5

Additional comments:

Employee Signature:

Date:
