

**EMPLOYEE ANNUAL EVALUATION
CONEJO VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP**

Employee Name: _____

Position: _____ Review Period: _____

Supervisor or Reviewer: _____

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 persistence 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: _____

● Exercises good judgement 1 2 3 4 5

Comments: _____

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

Comments: _____

● Receives input constructively 1 2 3 4 5

Comments: _____

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

Comments: _____

SECTION 2: JOB OBJECTIVES

Please list each objective set in the prior review period, and the employee's 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

Comments/ Recommendations: _____

SECTION 3: GOALS FOR THE NEXT REVIEW PERIOD

In consultation with the employee, please list agreed upon goals and objectives for the coming year.

- a _____
- b _____
- c _____
- d _____

Comments/ Recommendations: _____

SECTION 4: OVER ALL PERFORMANCE RATING

In terms over overall performance, rate this review period only, with one being Above Expectations, and 5 being Needs Improvement.

1 2 3 4 5

Additional comments: _____

Employee Signature:

Date:

Interviewer Name

Interviewer Signature

Date:

**SELF EVALUATION AND JOB SATISFACTION
CONEJO VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP**

Employee Name: _____

Position: _____ Review Period: _____

JOB SATISFACTION

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

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

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: _____

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

Comments: _____

-
- | | | | | | |
|---------------------------------|---|---|---|---|---|
| ● 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	<hr/>	1	2	3	4	5
b	<hr/>	1	2	3	4	5
c	<hr/>	1	2	3	4	5
d	<hr/>	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: _____

ADDENDUM TO EMPLOYMENT AGREEMENT
BETWEEN
<NAME>, <POSITION>
AND THE
CONEJO VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP

The following terms and conditions shall be effective for the 200(#)- 200(#) fiscal year.

FTE	%	(equivalent to <#> hours per week)
Salary/ retirement package:	\$	
Contribution to retirement:	<% of annual salary>	<\$>
Net Annual salary:	\$	
Pay period:	Twice monthly, 24 equal amounts	
Professional Expenses allowance:	<\$> annually	

Work schedule: (example) Sunday mornings, 9:00 am - 12:00 pm except for
Weekday hours self set

Paid Holidays: Each holiday is credited as a <#> hour day

- Independence Day
- Labor Day
- Thanksgiving - Thursday and Friday
- Christmas Day
- New Year's Day
- Martin Luther King Jr Day
- President's Day
- Memorial Day

Vacation: <# of days> annually, to be scheduled in advance with the approval of the minister.

Personal Holidays: Six Sundays per year, scheduled in advance with the approval of the minister.

Sick Leave: Up to 5 paid six days per year.

Board President:

Date _____

Employee

Date