

**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: