

Use this form to evaluate yourself as well as your direct reports.

**Bethany Lutheran Church
Evaluation Form**

Date: _____

Name of Employee: _____

Job Title: _____

Form Completed by: Self
 Supv _____

	Exceeds Expectation	Meets Expectation	Doesn't Meet Expectation	Unsatisfactory
Alignment of work scope and duties with the mission, vision and goals				
Alignment of work scope with spiritual gifts				
Quality of work/productivity				
Level of effort/punctuality				
Professionalism, conduct and general attitude				
Ability to work with other staff/cooperation/team work/flexibility				
Enthusiasm/encouragement				
Organizational skills				
Initiative/problem solving				

Comments:

Development/improvement plan/goals:

Employee Signature: _____ Date: _____ Reviewer Signature: _____ Date: _____