

# GRAND CANYON SYNOD - ELCA

## PERFORMANCE APPRAISAL – NON-ROSTERED PERSONNEL

END OF PROBATIONARY PERIOD

ANNUAL REVIEW

SPECIAL REVIEW

Appraisal Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Employee Name \_\_\_\_\_ Date of Hire \_\_\_\_\_

Position Title \_\_\_\_\_

### PERFORMANCE MEASUREMENTS

- \*Above Standards = A level of performance that surpasses job requirements. Work is above expected level.  
Meets Standards = A level of performance meeting all expected requirements of the position. Work is satisfactory.  
\*Below Standards = A level of performance that does not meet all of the job requirements. Improvement is required.

**\*Written comment required.**

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**Section A – Eight (8) personal competencies are identified with job success or failure.**

**1. Job Knowledge.** Gets to the root of the problem. Skill level is a good match for the job. Understands usual job requirements. Understands related job functions. Makes an effort to keep skills current.

Above Standards       Meets Standards       Below Standards       N/A

**Comments:**

**2. Quality of Work.** Is neat, thorough and accurate.

Above Standards       Meets Standards       Below Standards       N/A

**Comments:**

**3. Quantity of Work.** Maintains an acceptable level of output. Produces a reasonable volume of work under normal conditions.

Above Standards       Meets Standards       Below Standards       N/A

**Comments:**

**4. Cooperation.** Is able and willing to work with associates, supervisors and subordinates toward common goals.

- Above Standards       Meets Standards       Below Standards       N/A

**Comments:**

**5. Initiative.** Grasps instructions without close follow-up. Performs well in the face of obstacles. Works well in the absence of the supervisor.

- Above Standards       Meets Standards       Below Standards       N/A

**Comments:**

**6. Dependability/Reliability.** Can be relied upon to accept responsibility and complete work assignments. Meets deadlines.

- Above Standards       Meets Standards       Below Standards       N/A

**Comments:**

**7. Attendance/Punctuality.** Is conscientious about attendance, punctuality, lunch periods and breaks. Is careful about time spent away from tasks in casual conversations, etc.

- Above Standards       Meets Standards       Below Standards       N/A

**Comments:**

**8. Communication Skills.** Verbal, written and listening skills. The ability to express ideas and directives in a patient, calm and effective manner on a variety of levels and to listen attentively. Shares appropriate information with colleagues.

- Above Standards       Meets Standards       Below Standards       N/A

**Comments:**

**Section B. Competency and Development Objectives**

Use the space below to record a goal specific to a standard competency (noted in Section A) and an activity intended to improve that competency. More than one competency goal may be addressed.

**Competency:**

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*Competency Improvement Activities:*

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**Development Goal(s) Related to Job-Specific Skills.** List at least one goal to improve your current skills and how you plan to achieve that goal:

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*Development Activities:* \_\_\_\_\_

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## **Section C: Overall Comments and Summary**

Use the space below to comment on the overall performance for the year. Consider the following:  
(1) What went well? (2) What could be improved?

*Employee Comments:* \_\_\_\_\_

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*Supervisor Comments:* \_\_\_\_\_

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I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status but it does not necessarily imply that I agree with the evaluation or that I am entitled to a salary increase.

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_