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| --- | --- | --- |
| **90-Day Performance Evaluation Form****Coordinators / Assistants** | Current Date: |  |
|  |  |  |  |
| **Employee Name:** |    |
| **Job Title:** |   |
| **Department:** |   |
|  |  |  |  |
| **Evaluation Period:** | **FROM:** | **TO:** |   |
| **Evaluator Name:** |  |
| **Evaluator Title:** |  |
|  |  |  |  |
| **Work Performance** | **1. Unacceptable 2. Fair****3. Good 4. Superior** |
| **Ministry Area:** | **Comments 1 2 3 4** |
| The ability to meet the ministry responsibilities of the position as outlined in the job description. The care and attention to offering ministry opportunities to those in your constituency group. |    |
| **Constituency Service Skills:** | **Comments 1 2 3 4** |
| The ability to develop relationships with Church constituency groups and individuals by making an effort to listen to and understand the constituency. The ability to anticipate and provide solutions to the SLI Team and give priority to their leadership development. |  |
| **Quantity of Work:** |  **Comments 1 2 3 4** |
| The quantity of work produced by the employee and accuracy and acceptability of the work completed. The ability to work at quick rates of speed, under pressure, while producing accurate outcomes. |    |
| **Quality of Work:** | **Comments 1 2 3 4** |
| The value of work produced by the employee and the thoroughness, accuracy, neatness, and acceptability of the work completed. Ability to work under pressure and learn from previous mistakes. Accurately checking processes and tasks and handling issues in a timely manner. |  |
| **Team Work Skills:** | **Comments 1 2 3 4** |
| The ability to develop relationships with co-workers and to contribute to group solutions. The effort put forward to making our Church a better place to work for everyone.  |  |
| **Judgment and Decision Making** | **Comments 1 2 3 4** |
| The ability to think logically and practically before making decisions. Use of independent thought, originality, and reasoning. Ability to prioritize work and timely implementation of workable solutions to problem. The ability to handle confidential information. |    |
| **Initiative**  |   **Comments 1 2 3 4** |
| The demonstrated willingness to make significant contributions with little direction, voluntarily start projects, attempt non-routine jobs and tasks. Energy, enthusiasm, and ingenuity. The exercise of judgment and independent actions within limits of authority. The degree to which the employee is self- starting and proactive. |  |
| **Dependability / Punctuality**  | **Comments 1 2 3 4** |
| The thoroughness demonstrated by the employee in following through on assignments and instructions in a reliable, trustworthy, and timely manner. Overall attendance and adherence to work schedules, office hours. |  |
| **Employee Comments:** |
| **Supervisor Comments:** |
|   |  |   |
| **Supervisor Signature** |  | **Date** |
|  |  |  |  |
|   |   |  |   |
| **Employee Signature** |  |  | **Date** |