

## 2018-19 Staff Evaluation Form

In order to provide feedback that will help our staff reach their full potential, please answer the questions below. Completed Evaluation Forms should be submitted to the Personnel Committee during the period of **September 1 through September 15, 2019**. Completed paper evaluation forms should be placed in the large box identified for staff evaluations on the table near the church office where blank forms are provided. Forms completed online must also be submitted during the same time period. The Pastor's job description may be found in the Church Bylaws on the church's website. Job descriptions for each other position may be found in the Personnel Policy Manual on the church's website. If you do not have web access contact Cheryl Patterson, Chair of the Personnel Committee (864-654-4249) to obtain a copy of staff job descriptions.

Your Name (required -- for committee use only) \_\_\_\_\_

Staff Member you are evaluating \_\_\_\_\_

1. Based on the Personnel manual's job description, please identify/list areas in which this staff member's performance has been strong over the past year. **Please provide specific examples.**

2. Please identify/list areas in the job description where you feel there are opportunities for this staff member to improve. **Please provide specific examples.**

3. What things could the Church, Personnel Committee, and/or Staff Member do to strengthen this person's performance?