**The Michigan District of the**

**Lutheran Church – Missouri Synod**

**Annual Review of Staff**

Staff Member       Date of Review:

This form was completed [ ]  as a self-review by the staff member or [ ]  as a review by a supervisor.

**Part I:** Rate the staff member in each of the following behavior categories, indicating that the staff member is either ***performing satisfactorily*** in the category or ***needs development***. Each behavior category should have comments relative to the staff member. If a behavior category does not apply, indicate such with N/A in the comments field. Specific behavior goals for the coming year should be identified in Part VI.

|  |  |  |
| --- | --- | --- |
| **Behavior Category** | **Rating** | **Comments** |
| **Satisfactory** | **Needs Development** |
| **Interpersonal** **Relations**:*The ability to deal effectively with members and co-workers.* | [ ]  | [ ]  |       |
| **Planning:***The ability to evaluate, anticipate, and implement work in an organized fashion.* | [ ]  | [ ]  |       |
| **Quality of Work:***The degree of thoroughness, completeness and accuracy in the work done.* | [ ]  | [ ]  |       |
| **Productivity/Efficiency:***The amount of work accomplished.* | [ ]  | [ ]  |       |
| **Judgment:***Assessment and decision-making skills.* | [ ]  | [ ]  |       |
| **Drive/Initiative:***Energy and motivation brought to task.* | [ ]  | [ ]  |       |
| **Communications:***The ability to perceive thoughts and generate understanding.* | [ ]  | [ ]  |       |
| **Creativity:***The ability to discover or affect unique ways to do things better.* | [ ]  | [ ]  |       |
| **Attitude:***One’s disposition toward the job and fellow workers.* | [ ]  | [ ]  |       |
| **Leadership:***The ability to provide innovation and influence people towards common goals.* | [ ]  | [ ]  |       |
| **Staff Management:** *The ability to motivate people to the level of their maximum performance.* | [ ]  | [ ]  |       |

**Part II:** List or attach the “District Outcome Related Goals” from the prior year and indicate the completion of or progress on each of the goals.

|  |
| --- |
|       |

**Part III:** Indicate progress made on professional development goals and behavior goals from the prior year.

|  |
| --- |
|       |

**Part IV:** To be completed only on self-reviews.

|  |  |
| --- | --- |
| **Category** | **Comments** |
|
| **1. How do you view your role as a servant in the church?** |       |
| **2. What aspects of your position cause you to feel the greatest amount of stress or frustration?** |       |
| **3. On what activities do you spend a great deal of time and effort?** |       |
| **4. On what activities related to your position would you like to be able to spend more time?** |       |
| **5. Which aspects of your position bring you the greatest joy?** |       |
| **6. How do you feel about your present responsibilities?** |       |
| **7. What changes could be made (training, technology, equipment, resources, etc.) to make your job more efficient and productive?** |       |

**Part V:** Review the current position description and attach or suggest changes as necessary.

|  |
| --- |
|       |

**Part VI:** List goals, especially for the coming year, in the categories listed below. If District Outcome Related Goals are in another document, the document may be appended to this review form.

District Outcome Related Goals

|  |
| --- |
|       |

Professional Development Goals

|  |
| --- |
|       |

Behavior Goals

|  |
| --- |
|       |

Signature of Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*One copy should be put into employee’s personnel file and one copy should be retained by employee.*

*Form Revision July 2005*