

Instructions for Personnel Committee

This review process calls upon the Committee and the staff person to each select three people to participate in the review and to ask them to complete a brief survey and return it to a member of the Committee.

In addition, the staff person is expected to complete a Self-Assessment Form and return it to the same Committee member. If a review is being conducted for someone other than the Head of Staff, then the Head of Staff or the staff person's supervisor should also be asked to complete an evaluation form.

These forms are mailed out about a month prior to the review along with a request that they be returned within a week. A copy of the Position Description is also sent.

Once the Committee members has received the forms back (recognizing that some will not be returned), the Committee member should tally the responses. The most effective review is not limited to these concerns. In fact, it is better if the raw data is not shared with the staff person. In reviewing the responses, it is also often a good idea to put aside those evaluations that are extremely negative or positive. A good reviewer will take the responses submitted along with his or her own observations of how the person has performed during the past year.

A good review might be divided into several elements:

1. Statement of gratitude for the staff person's work and presence.
2. An acknowledge of gifts and successes.
3. An exploration of areas where improvement is desired and possible.
4. Identification of several goals for the coming year.

Such a review should be written and be less than two pages. It should be reviewed and approved by the Head of Staff and then by the full committee. It is recommended that the written review be shared with the staff person an hour before the face to face review. With ordained staff, it is preferable to have the full committee meet with the minister. With other staff, it may be appropriate for a member of the Personnel Committee and the Head of Staff to conduct the review.

The Review should again begin with a statement of gratitude for the person, provide time for the staff person to ask questions, and then to discuss the goals for the coming year. It would be good to conclude with a prayer for the staff member.

When the review is completed, it should be signed by a member of the Personnel Committee, the Head of Staff, and the staff member. A copy is given to the staff person and another copy should be put into their permanent file along with the evaluation forms that were submitted. The evaluation forms should be destroyed after three years.

July 14, 2006

Dear fellow church member,

This year, as part of the annual review of staff, the Personnel Committee is seeking broader input from others in the Church and we believe that your insights would be helpful. Please take a few minutes to complete the attached form, making any additional comments that you think may be helpful. If there are areas that you do not feel able to comment on, simply leave them blank.

Please return the completed form to me by _____. A self-addressed, stamped envelope is enclosed.

Thank you for your help with this important task and for your service to the Church. The staff person has the right to see the forms that are returned, although the Committee will provide them to the staff person only if requested to do so. If you have any questions, please don't hesitate to call me.

May the peace and grace of God be with you.

Personnel Committee

Personnel Committee Staff Review

Name of person being reviewed _____

Position _____ (Position Description enclosed)

What is your overall impression of this person in relation to his/her position?

Please rate this individual on the following attributes (#1 indicates weakness; #5 indicates strength)

1. Knowledge of the Elements of the Position

Is familiar with all elements of this particular area of ministry

Is able to understand and conceptualize her or his role in this position

Has a clear and positive professional identity in the position

Weak _____ Strong
1 2 3 4 5

Comments:

2. Leadership

Provides vision and strategy for the performance of the position's elements

Regularly evaluates the performance of subordinates and facilitates their growth

Sets reasonable goals and consolidates gains

Weak _____ Strong
1 2 3 4 5

Comments:

3. Communication and Interpersonal Relationships and Skills

Communicates in a supportive and assertive manner

Uses a variety of communication methods (written, E-mail, phone, committees)

Listens to others with empathy and understanding

Weak _____ Strong
1 2 3 4 5

Comments:

4. Problem-Solving and Decision-Making Skills

Ability to see a problem as an opportunity

Works with others to solve problems

Works as a team player more than a “lone ranger”

Weak _____ Strong
1 2 3 4 5

Comments:

5. Conflict Management Skills

Ability to honor people with different views

Turns conflict into growth and learning experiences

Faces difficulties rather than hiding from them

Weak _____ Strong
1 2 3 4 5

Comments:

Annual Review

Employee's Name:

Position Title:

Date of Review:

Review for Period:

Summary of Performance:

Describe the individual's overall level of performance focusing on his/her key responsibilities:

Major Accomplishments:

Describe the significant results achieved by the individual.

Areas of Strength:

Describe the individual's key strengths.

Enhancing Performance:

Describe aspects of the individual's performance which need improvement and provide a specific plan to meet the need:

Goals for the Next Year

Identify three specific and measurable goals for the coming year: