**SMS Staff Personal Evaluation**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Years Present in Job: \_\_\_\_\_

Purpose of Evaluation

1. to take personal inventory
2. to pin-point strengths and weaknesses
3. to outline and agree upon a practical self-improvement program

Priorities are important and are in this order: #1 God

#2 Family

#3 Work

Listed below are a number of traits, abilities, and characteristics that are important for success in our ministry to school students. Rating is based on a scale of 1-15, with “1” being the weakest and “15” being the strongest. Below every three numbers is a brief description to help you in the evaluation.

Directions: Circle only one number below each major category.

**Carefully evaluate each of the qualities separately.**

Two common mistakes in rating are:

1. A tendency to rate nearly everyone as “average” on every trait instead of being more critical in judgment.
	1. Suggestion: The rater should use the ends of the scale as well as the middle.
2. The “Halo Effect” - a tendency to rate the same individual “excellent” on every trait or “poor” on every trait based on the overall picture one has of the person being rated
	1. Suggestion: Each person has strong points and weak points and these should be indicated on the scale.

Personal Evaluation:

1. ACCURACY –correctness of the work performed

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Makes frequent errors Careless; makes recurrent errors Usually accurate; some mistakes Exact and precise most of the time Very precise

1. ALERTNESS – the ability to grasp instructions, to identify changing conditions, and to solve unusual or problem situations

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Slow to “catch on” Requires more than average instruction Grasps instructions with Quick to understand and learn Exceptionally keen and alert

 average ability

1. KNOWLEDGE OF MISSION – your understanding of the mission statement of SMS, and how it relates to its overall goals.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Very poorly informed Lacks knowledge of Moderately well-informed Has a good understanding; Has exceptional concept of

 some phases of our work of our overall ministry very well informed our overall goals

1. PHYSICAL FITNESS – the ability to work consistently and with only moderate fatigue.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Tires easily; is weak and frail Frequently tires and is slow Able to keep up a good pace Energetic; very seldom tires Excellent health; no fatigue

1. CREATIVITY – talent for having new ideas, for finding new and better ways of doing things, and for being imaginative

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Rarely has new ideas; Occasionally Average imagination; Frequently finds Always seeks new and better

 unimaginative comes up with new ideas reasonable number of ideas new ways of doing things ways of doing things; very creative

1. FRIENDLINESS – the sociability and warmth which an individual imparts in his attitude towards students, his supervisors, and his co-workers

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Distant and aloof Approachable; friendly when known Warm; friendly; sociable Very sociable; out-going Creates good will; extremely sociable

1. PERSONAL APPEARANCE – the outward impression one makes on others (cleanliness, grooming, neatness, and appropriateness of dress to job)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Untidy; poor taste in dress Sometimes untidy and careless Generally neat and clean; Careful about personal appearance; Unusually well-groomed;

 about personal appearance personal appearance satisfactory dresses in good taste very neat; excellent taste

1. DEPENDABILITY – the ability to do required jobs well with a minimum of supervision

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Needs close supervision; Sometimes needs prompting Usually takes care of things promptly Requires little supervision; Requires a minimum of supervision;

 is unreliable is reliable very reliable

1. DRIVE – the desire to attain goals; to achieve

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Has poorly defined goals; Sets goals too low; Average goals; Strives hard; Sets high goals;

 acts without purpose little effort to achieve puts forth the effort to reach has high desire to achieve hard worker; self-starter

1. STABILITY – the quality that enables one to withstand pressure and to respond appropriately in intense situations.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Goes to pieces under pressure; Occasionally blows up; Average tolerance for crises; Tolerates pressure well; Thrives under pressure; jumpy; nervous easily irritated usually remains calm up to facing most crises really enjoys remedying crises

1. COURTESY – the polite attention a person gives to other people

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Blunt; discourteous; Sometimes a bit tactless Agreeable and pleasant Always very polite; willing to help Extremely courteous; very pleasant

 antagonistic

1. SELF-IMPROVEMENT – involvement in activities that help you grow personally and professionally. (i.e. attitude towards teacher in service)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Satisfied; no attempts to improve Occasionally Shows some interest Reads widely; Takes advantage of every possible

 tries to learn something new in self-improvement; reads a good bit anxious to learn opportunity to stretch his mind

1. MANAGEMENT – the art of getting things done appropriately through other people

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Does everything himself Does most things himself; Delegates a lot but still Delegates freely; Outstanding in delegating;

 delegates some does much others could do involves many in his work a very capable leader

1. JUDGEMENT – the ability to form an opinion, make an estimate, or reach a conclusion when faced with a problem

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Jumps to conclusions; Considers only obvious facts Generally considers Makes sound judgments; Extremely astute

 is biased more than obvious facts; is objective a logical thinker at drawing proper conclusions

1. Environment– the ability to develop and maintain a positive environment within your sphere of influence.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Presence hinders a Limited use of positive Average use of positive Good use of positive Presence contributes greatly positive environment. influence influence influence to positive environment.

1. VERBAL COMMUNICATION – the ability to present your thought and ideas by the spoken word

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Slow of speech; Can be understood, Speaks with reasonable ease; Good speaker; Gifted speaker;

 hesitating; halting but is difficult to listen to gets message across clearly presents thoughts very persuasive

1. WRITTEN COMMUNICATION – the ability to clearly present your thoughts and ideas in writing

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Writes poorly; difficult to understand Somewhat careless with grammar Acceptable; some grammatical errors A good writer; Exceptionally gifted writer

 what he has written and spelling; can be understood and occasional misspellings clear and concise

1. ATTITUDE – that state of mind that more than anything else will determine the outcome of any given task

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Very negative; pessimistic Moody at times; easily discouraged; Generally optimistic; willing to try; Rarely discouraged; Extremely positive outlook;

 degrades himself thinks positively most of the time optimistic an inspiration to be around

1. FLEXIBILITY – the ability to bend with change

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Extremely rigid; Prefers “status quo”; Willing to accept most change Readily adjusts Adjusts with ease to change;

 accepts no change accepts some change when convinced of its purpose to new ideas and methods openly leads the way

1. OVERALL EVALUATION – a comparison of your work with others who have approximately the same number of years’ experience on this job

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

 Unsatisfactory Below average; making progress Doing an average job Above average Outstanding

**Comments:**

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| Obvious Strong Points:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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These can be used more effectively by doing the following: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Outstanding Weak Points:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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These can be strengthened by doing the following: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Evaluation completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name) (Title)