CHICAGO THEOLOGICAL SEMINARY

Staff Performance Appraisal

Name: _____   **Date:** _____

To the evaluator:

- Rate the employee on each factor in turn before considering the next factor.
- Consider all criteria within each factor as they apply to the employee and his/her position.
- Circle the value that best describes the employee you are evaluating.
- You are encouraged to make additional comments regarding each work factor.
- If a criterion does not apply to this employee's job description, please indicate so
- The reason(s) for all Unsatisfactory ratings must be explained.

COMMUNICATIONS SKILLS – *Accuracy; timeliness; quality and clarity of written reports; directness, effectiveness, clarity, and conciseness of spoken communications.*

Outstanding   Good   Needs Attention   Unsatisfactory

MOTIVATIONAL SKILLS – *Ability to encourage and direct constituents successfully and tactfully towards CTS' goals.*

Outstanding   Good   Needs Attention   Unsatisfactory

ORGANIZATIONAL SKILLS – *Efficiency; works quickly and neatly; completes assignments promptly; ability to plan and lay out work in advance; able to think through logistics of problem.*

Outstanding   Good   Needs Attention   Unsatisfactory

JUDGEMENT/PROBLEM SOLVING – *Capability of arriving at decisions in a thoughtful and logical manner under varying conditions of stress. Extent to which alternatives are considered before arriving at decisions.*

Outstanding   Good   Needs Attention   Unsatisfactory

INITIATIVE – *Creativity; originality in thinking; appropriate assertiveness; innovative ability; ability to take appropriate independent action.*

Outstanding   Good   Needs Attention   Unsatisfactory

ACCOUNTABILITY – *Conformity to regular work schedule and degree of sense of responsibility to the job and loyalty to CTS.*

Outstanding   Good   Needs Attention   Unsatisfactory

BUDGETING – *Ability to develop accurate budgets for new and existing programs; ability to maintain programs within budget constraints; ability to present program information in a budgeting framework.*

Outstanding   Good   Needs Attention   Unsatisfactory

JOB ATTITUDE – *Enthusiasm; optimism; desire to help others; desire to achieve; shows job interest; willing to accept varied assignments; flexibility; cooperation.*

Outstanding	Good	Needs Attention	Unsatisfactory

BEHAVIOR/DEMEANOR – *Ability to handle self in a responsible and appropriate manner; tact, consideration and use of discretion in all working relationships; appropriate grooming; maintains professional objectivity.*

Outstanding	Good	Needs Attention	Unsatisfactory

CO-WORKER RELATIONSHIPS – *Works cooperatively with others; maintains congenial working relationships.*

Outstanding	Good	Needs Attention	Unsatisfactory

VOLUME OF WORK – *Consistency of production or output at rate appropriate to established expectations and needs.*

Outstanding	Good	Needs Attention	Unsatisfactory

ADDITIONAL REMARKS BY EVALUATOR

Any additional comments not included above (such as particularly strong attributes or areas requiring development)

Status of Goals Established at Last Review

Briefly identify the employee's primary goals or objectives as determined in the last evaluation. Attach additional sheet(s) if required.

Goal #1:

Accomplished   Fully Accomplished   Partially Accomplished   Not Accomplished
Above Expectations

Goal #2:

Accomplished   Fully Accomplished   Partially Accomplished   Not Accomplished
Above Expectations

Goal #3:

Accomplished   Fully Accomplished   Partially Accomplished   Not Accomplished
Above Expectations

Goal #4:

Accomplished   Fully Accomplished   Partially Accomplished   Not Accomplished
Above Expectations

Goal #5:

Accomplished   Fully Accomplished   Partially Accomplished   Not Accomplished
Above Expectations

Performance Goals for the Next Evaluation

Identify performance objectives and goals to be accomplished during the following evaluation period. Carry over goals from the previous evaluation(s) that were not accomplished, if still relevant. Attach additional sheet(s) if required.

Goal #1:

Goal #2:

Goal #3:

Goal #4:

Goal #5:

Employee's Overall Rating

Outstanding   Above Average   Average   Below Average   Unsatisfactory

If rating is Below Average or Unsatisfactory, a supplemental review must be conducted within six months.

Date of supplemental review, if applicable: _____

Signing Sequence:
1. Supervisor
2. Area Executive
3. Employee

_____

1. Supervisor   Date

_____

2. Area Executive   Date

_____

3. Employee   Date