



ANNUAL REVIEW

The goal of the Ministry and Personnel (M&P) Committee is to have an annual conversation with each FSA employee concerning the workplace, working conditions, employee satisfaction and opportunities for improvement. To achieve this, each employee is requested to complete this form and submit it to their M&P contact by August 31.

The employee and M&P contact will meet in person to discuss the review in September, and comments, changes and/or recommendations will be added in that meeting. The final version should be completed by September 30 and will be discussed at the October meeting of the M&P Committee.

Employee Name		Position
Review Time Period	<i>From</i>	<i>To</i>

Priorities from previous years (List up to 3 and comment on progress made on these over the year)

Priorities for the upcoming year (May include new or renewed priorities, goals or objectives)

What aspects of your work do you enjoy most?

Does your job description define the scope of your work accurately? Does it match your supervisor's expectations (if applicable)?

Are new or additional tools needed to help you do your job effectively (*e.g. equipment, materials, professional development, software*)?

Do you have any work-related concerns (*e.g. health and safety, security, working conditions or relationships*)?

Are you satisfied with your salary, benefits and vacation entitlement?

In your role as a supervisor (if applicable), are there any issues you would like to identify?

How might the M&P Committee or the congregation improve your work experience?

Summary comments and/or recommendations (*To be completed by employee and M&P contact*)

Signatures

_____ *Employee*

_____ *M&P Contact*

_____ *Date*

5.5 Annual Review Form	
<i>Current Version: V3 – April 2014</i>	<i>Previous Version: V2 – April 2012</i>
<i>Committee Responsible: Ministry and Personnel</i>	

Confidential when completed; Copy to employee file