



## ANNUAL REVIEW 2012 – Ministry Personnel

EMPLOYEE NAME:	
Position:	
Review Time Period:	From: _____ To: _____
Date of Previous Review:	
Date Submitted to Employee for Self Evaluation:	<b>No later than June 1</b>

<b>Step 1</b>	The employee shall complete a self evaluation and submit the self evaluation to their Ministry and Personnel Committee contact person.
<b>Step 2</b>	The employee and the Ministry and Personnel Committee contact person shall meet to discuss the content of the self evaluation. The meeting shall take place no later than two weeks after receipt of the completed Self Evaluation
<b>Step 3</b>	The M&P Committee Evaluator will summarize the discussion and complete (Column 2 -Discussion Outcomes) and (Column 4 – Recommendations to Council). The summation shall be returned to the employee no later than 2 weeks after the Step -2 meeting.
<b>Step 4</b>	To indicate that the employee is in agreement with the written summary, he/she shall initial each outcome comment (Column 3 – Staff Approval) and any recommendations to be forwarded to Council. Indication of approval can be done in writing during a second meeting or via computer.
<b>Step 5</b>	<b>The completed Annual Review Form shall be submitted to the Ministry and Personnel Committee on or before - AUGUST 31</b>
<b>Step 6</b>	Recommendations arising from the review that require Council approval will be recorded and shared with all parties concerned. Completion of the Annual Review process should be on or before <b>October 30.</b>
<b>RECORDS</b>	Recommendation Forms, emanating from the staff Review process, will be attached to the employee’s Review Form for future reference. <i>Reference Policy 3.2 Annual Review</i>

	Self Evaluation	Discussion Outcomes	Staff Approval	Recommendations to Council	Staff Approval
<b>1.</b>	<b>Please list (up to 3) of your previous years goals.</b>				
1.1					
1.2					
1.3					

<b>2</b>	<b>Have you had success reaching your goals and objectives for the year?</b>				
1.1					
1.2					
1.3					

<b>3</b>	<b>What has helped or hindered the progress?</b>				
1.1					
1.2					
1.3					

<b>4</b>	<b>What strategies might enable you to attain your goals and objectives?</b>				
1.1					
1.2					
1.3					

<b>5</b>	<b>Do you have new goals you would like added?</b>				

<b>6</b>	<b>Do you have the necessary software and equipment you require to do your</b>				
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Self Evaluation

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M&P Evaluator Summation

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Approval

/

Recommendations to Council

/

Approval

	<b>job effectively?</b>				

<b>7</b>	<b>What areas of your work do you find most satisfying?</b>				

<b>8</b>	<b>Are there areas of your work do you find frustrating?</b>				

<b>9</b>	<b>How can M&amp;P or the congregation assist you?</b>				

<b>10</b>	<b>Do you have any health and safety concerns about the workplace? Do you feel safe and secure?</b>				

<b>11</b>	<b>What level of satisfaction do you have with your housing, salary, benefits, working conditions, vacation time, and professional development opportunities?</b>				

<b>12</b>	<b>What is your vision for staff that report</b>				
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	Self Evaluation	/	M&P Evaluator Summation	/	Approval	/	Recommendations to Council	/	Approval
	<b>to you for the coming year?</b>								
<b>13</b>	<b>OTHER COMMENTS</b>								

<b>5.4 Annual Review Form – Ministry Personnel</b>	
Previous Version Date:	V1- Sep 2011
Committee Responsible:	Ministry and Personnel