

# Eastside Foursquare Church Annual Employee Review

Employee: Rand Baldwin Emp. # \_\_\_\_\_

Job Title: Systems Department: Operations

Last Review: 12/100 Review Period Start 1/1 End: 10/25/01

Reviewer Name: B Hayford Title: DH

Salary: \$ \_\_\_\_\_ Salary Grade: 6  
*He is on the lowest edge of the high level for his grade.*

**Ratings:**

- LOW = Significantly falls below
- ← = Occasionally meets
- + = Consistently meets
- = Frequently exceeds
- HIGH = Significantly exceeds

ADAPTABILITY	N/A	LOW	←	+	→	HIGH
Adapts to changes in the work environment						
Manages competing demands						
Accepts criticism and feedback						
Changes approach or method to best fit situation						
<b>Overall</b>						✓

ANALYTICAL SKILLS	N/A	LOW	←	+	→	HIGH
Synthesizes complex or diverse information						
Collects and researches data						
Uses intuition and experience to complement data						
Identifies data relationships and dependencies						
Designs work flows and procedures						
<b>Overall</b>						✓

ATTENDANCE & PUNCTUALITY	N/A	LOW	←	+	→	HIGH
Schedules time off in advance						
Begins working on time						
Keeps absences within guidelines						
Ensures work responsibilities are covered when absent						
Arrives at meetings and appointments on time						
<b>Overall</b>						✓

<b>COMMUNICATIONS</b>	<b>N/A</b>	<b>LOW</b>	<b>←</b>	<b>+</b>	<b>→</b>	<b>HIGH</b>
Expresses ideas and thoughts verbally						
Expressed ideas and thoughts in written form						
Exhibits good listening and comprehension skills						
Keeps others adequately informed						
Selects and uses appropriate communication methods						
<b>Overall</b>						✓

<b>ORAL COMMUNICATIONS</b>	<b>N/A</b>	<b>LOW</b>	<b>←</b>	<b>+</b>	<b>→</b>	<b>HIGH</b>
Speaks clearly and persuasively						
Listens and gets clarification						
Responds well to questions						
Demonstrates group presentation skills						
Participates in meetings						
<b>Overall</b>						✓

<b>WRITTEN COMMUNICATIONS</b>	<b>N/A</b>	<b>LOW</b>	<b>←</b>	<b>+</b>	<b>→</b>	<b>HIGH</b>
Writes clearly and informatively						
Edits work for spelling and grammar						
Varies writing style to meet needs						
Presents numerical data effectively						
<b>Overall</b>						✓

<b>COOPERATION</b>	<b>N/A</b>	<b>LOW</b>	<b>←</b>	<b>+</b>	<b>→</b>	<b>HIGH</b>
Establishes and maintains effective relationships						
Displays positive outlook and pleasant manner						
Exhibits tact and consideration						
Offers assistance and support to co-workers						
Works cooperatively in group situations						
Works actively to resolve conflicts						
<b>Overall</b>						✓

<b>CUSTOMER SERVICE</b>	<b>N/A</b>	<b>LOW</b>	<b>←</b>	<b>+</b>	<b>→</b>	<b>HIGH</b>
Displays courtesy and sensitivity						
Manages difficult or emotional customer situations						
Meets commitments						
Responds promptly to customer needs						
Solicits customer's responses to improve service						
<b>Overall</b>						✓

DEPENDABILITY	N/A	LOW	←	+	→	HIGH
Responds to requests for service and assistance						
Follows instructions, responds to management direction						
Takes responsibility for own actions						
Commits to doing the best job possible						
Keeps commitments						
Meets attendance and punctuality guidelines						
<b>Overall</b>						✓

INITIATIVE	N/A	LOW	←	+	→	HIGH
Volunteers readily						
Undertakes self-development activities						
Seeks increased responsibilities						
Takes independent actions and calculated risks						
Looks for and takes advantage of opportunities						
Asks for help when needed						
<b>Overall</b>						✓✓ <i>Very good</i>

INNOVATION	N/A	LOW	←	+	→	HIGH
Displays original thinking and creativity						
Meets challenges with resourcefulness						
Generates suggestions for improving work						
Develops innovative approaches and ideas						
<b>Overall</b>						✓ <i>Very good</i>

JOB KNOWLEDGE	N/A	LOW	←	+	→	HIGH
Competent in required job skills and knowledge						
Exhibits ability to learn and apply new skills						
Requires minimal supervision						
Displays understanding of how job relates to others						
Uses resources effectively						
<b>Overall</b>						✓ <i>excellent</i>

LEADERSHIP	N/A	LOW	←	+	→	HIGH
Exhibits confidence in self and others						
Inspires respect and trust						
Reacts well under pressure						
Shows courage to act						
Motivates others to perform well						
<b>Overall</b>						✓

<b>JUDGMENT</b>	<b>N/A</b>	<b>LOW</b>	<b>←</b>	<b>+</b>	<b>→</b>	<b>HIGH</b>
Displays willingness to make decisions						
Exhibits sound and accurate judgment						
Supports and explains reasoning for decisions						
Includes appropriate people in decision making processes						
Makes timely decisions						
<b>Overall</b>						✓

<b>PLANNING AND ORGANIZATION</b>	<b>N/A</b>	<b>LOW</b>	<b>←</b>	<b>+</b>	<b>→</b>	<b>HIGH</b>
Prioritizes and plans work activities						
Uses time efficiently						
Plans for additional resources						
Integrates changes smoothly						
Sets goals and objectives						
Works in an organized manner						
<b>Overall</b>						✓

<b>PROBLEM SOLVING</b>	<b>N/A</b>	<b>LOW</b>	<b>←</b>	<b>+</b>	<b>→</b>	<b>HIGH</b>
Identifies problems in a timely manner						
Gathers and analyzes information skillfully						
Develops alternative solutions						
Resolves problems in early stages						
Works well in group-solving situations						
<b>Overall</b>						✓

<b>PROJECT MANAGEMENT</b>	<b>N/A</b>	<b>LOW</b>	<b>←</b>	<b>+</b>	<b>→</b>	<b>HIGH</b>
Develops project plans						
Coordinates projects						
Communicates changes and progress						
Completes projects on time and in budget constraints						
Manages project team activities						
<b>Overall</b>						✓

*Very good*

<b>QUALITY</b>	<b>N/A</b>	<b>LOW</b>	<b>←</b>	<b>+</b>	<b>→</b>	<b>HIGH</b>
Demonstrates accuracy and thoroughness						
Displays commitment to excellence						
Looks for ways to improve and promote quality						
Applies feedback to improve performance						
Monitors own work to ensure quality						
<b>Overall</b>						✓

QUANTITY	N/A	LOW	←	+	→	HIGH
Meets productivity standards						
Completes work in timely manner						
Strives to increase productivity						
Works quickly						
Achieves established goals						
<b>Overall</b>						✓

TEAMWORK	N/A	LOW	←	+	→	HIGH
Balances team and individual responsibilities						
Exhibits objectivity and openness to others' viewpoints						
Gives and welcomes feedback						
Contributes to building a positive team spirit						
Puts success of team ahead of own interests						
<b>Overall</b>						✓

SUMMARY	N/A	LOW	←	+	→	HIGH
Overall performance of this employee						✓

Signed: \_\_\_\_\_ *Rand D Balch* \_\_\_\_\_ (Employee)

JOB TRAINING GOALS	Target	Actual	Measure	Improve
Result Goals: <i>Rand exceeds my expectations.</i>				
Skill Goals: <i>Excellent!</i>				
Attitude Goals: <i>Very good.</i>				

