



Annual Performance Evaluation

The Performance Evaluation process is an ongoing collaboration between you and your manager and provides a unique opportunity to discuss the employee's professional, spiritual, and personal growth and development with a focus to engage in a deeper collaborative dialogue to identify opportunities, resolve roadblocks, and achieve results. We encourage you to actively participate in this process and provide your input, feedback and ideas as your contributions make the difference.

The Performance Evaluation has four sections requiring completion:

- (1) **"How It Was Achieved"** - focuses on your character, competence and chemistry;
- (2) **"What was Achieved"** - identifies goals/projects and the outcomes you achieved;
- (3) **"Our Values"** – assesses how you are upholding the Rock's SERVANTS values;
- (4) **"Spiritual Check-In"** – promote a healthy discussion of your spiritual well-being.

Step-by-step guidance for the completion of these sections follows:

Page 1: Employee Information: This section identifies the "Employee Name & Job Title", "Evaluation Period" and "Department Mission Statement".

Page 2: How It Was Achieved (Character, Competence, Chemistry):

- Complete the sections under Character, Competence and Chemistry. **Appendix A** contains guidance for how an A, B or C evaluation is determined for each attribute.
- The "Comments/Reflections" column should be used to provide specific details and examples supporting the evaluation and provide information regarding applicable strengths, weaknesses, and learnings.
- In the "How was it was Achieved – Overall Score" box, an overall A, B, or C evaluation for this section is noted.

Page 3: What Was Achieved (Goals):

- Complete the Goals column, listing the established goals, projects, and/or responsibilities for the year.
- In the "Outcomes" column, explain and provide details and examples of whether goals were achieved, what worked and what didn't, and what was learned.
- In the "What Was Achieved – Overall Goal Score" box, provide an overall A, B, or C evaluation.

Page 4: Our Values and Spiritual Check-In

- Through our Christ-centered SERVANTS attitude and values, we are committed to excellence in all that we do. This section should contain a brief summary of how you exemplify and live out Rock Church values.
- The Spiritual Check-In section is designed to promote a healthy discussion of your spiritual well-being. This discussion should take place during a meeting between you and your manager. A check mark (✓) indicates that each item was discussed. If you are married, the discussion should include your self-assessment of the health of your marriage by checking off one of the descriptors with a check mark (✓). A "Comments/Reflections" optional area is provided to memorialize the discussion.

Discussion and Completion of the Performance Evaluation

The Performance Evaluation should be reviewed during a meeting between you and your manager. At the conclusion of this meeting, Page 1 should be signed and dated by you and your manager. Your manager should scan the entire completed Performance Evaluation and email to hr@sdrock.com.



Annual Performance Evaluation

Employee Name & Job Title:

Evaluation Period: From 1/1/18 To 12/31/18

Manager Name:

Department:

OUR CORE

MISSION STATEMENT

Save, Equip and Send

VISION

Establish Global Pervasive Hope -- For every way someone can be lost we will provide a practical way they can be found in the very place where they have ended up.

DEPARTMENT MISSION STATEMENT

EMPLOYEE ACKNOWLEDGEMENT AND SIGNATURE

I have reviewed this document and discussed the contents with my manager. My signature acknowledges a discussion regarding my quarterly evaluation occurred.

EMPLOYEE SIGNATURE: _____

DATE: _____

MANAGER SIGNATURE: _____

DATE: _____

How It Was Achieved

Character Attributes	A, B or C	Comments/Reflections <i>Strengths, weaknesses, and learnings</i>
Spiritual Vitality		
Humility		
Attitude		
Conflict Management		
Overall Character Evaluation : _____ A: Exceeds Expectations B= Meets Expectations C= Change Required		

Competence Attributes	A, B or C	Comments/Reflections <i>Strengths, weaknesses, and learnings</i>
Drive for results		
Solves Problems		
Agile Learner		
Flexibility		
Overall Competence Evaluation: _____ A: Exceeds Expectations B= Meets Expectations C= Change Required		

Chemistry Attributes	A, B or C	Comments/Reflections <i>Strengths, weaknesses, and learnings</i>
Emotional & Relational Intelligence		
Staff Relationships		
Team Member Relationships <i>(if applicable)</i>		
Cross Department Relationships		
Overall Chemistry Evaluation: _____ A: Exceeds Expectations B= Meets Expectations C= Change Required		

How It Was Achieved - Overall Score _____

What Was Achieved

Goal <i>Key responsibilities, projects, or goals that will make a significant impact</i>		Outcomes <i>What hit the mark? What were the misses? What was learned?</i>
Goal #1		
Goal #2		
Goal #3		
Goal #4		

What Was Achieved Evaluation - Goal: _____
A: Exceeds Expectations B= Meets Expectations C= Change Required

Our Values

	Value	Please include a brief summary of how this employee is living out our values.
S	Submitted to Jesus Christ	
E	Excellence as a Standard	
R	Results are Essential	
V	Value and love people	
A	Attitudes that Inspire	
N	Nurture personal growth	
T	Team player	
S	Stewardship that maximizes	

Spiritual Check-In

Personal Growth Goals							Discussed? <i>Yes or No</i>			
What is going well in your faith, family, friendships and calling?:										
Specific plans for Intellectual/Emotional Growth:										
Specific plans for enhancing your rest, recreation & health:										
Specific plans to grow your relationship with God <i>(Include spiritual practices/disciplines)</i> :										
Specific plans to grow your relationship with your friends, family, and coworkers:										
Specific plans for your growth in the Rock Church ministry, our Vision, and our Mission:										
How is your marriage? <i>(For married staff members)</i>										
Flourishing		Growing		Surviving		Struggling		Failing		

Comments/Reflections