

**Anglican Church of Canada
Diocese of Fredericton**

Regulation 4-4: Diocesan Safe Church

Schedule J- Diocesan Staff Performance Review

Each staff member should have a review at least annually. The purpose of the review is to:

- Recognize and value what the staff member has accomplished and his/her impact on the work of the organization.
- Allow a structured environment for staff member and supervisor to communicate openly about job performance, present job description, expectations and compensation issues.
- Identify a plan that the staff member can pursue to improve performance, identify training/educational needs and/or plan objectives/goals for the future.

Recommended procedure:

1. At least one hour at a mutually agreeable time should be set aside for the review discussion as listed on the worksheets (Sections A and B).
2. Staff member completes Section A based on current job description. If none exists, this will assist in the development of one. Staff member returns Section A to supervisor.
3. Supervisor completes Section B based on current job description or expectations. Supervisor returns Sections A and B to staff member and arranges a time for the interview.
4. Supervisor conducts the review interview with each staff member. The interview should develop clear understanding, plan for growth, and plan for improvement
5. Supervisor completes formal summary statement of the review and interview and provides staff member opportunity for additional comments on final draft. Staff member keeps a copy and the original is kept in the staff member's personnel file.

PERFORMANCE REVIEW WORKSHEET
SECTION A: SELF EVALUATION

Name of staff member: _____

Review Job Description and comment on the following in light of the job description or present understanding of expectations.

1. Am I actually doing what the job description/expectations indicates? The major components of my present responsibilities are:

2. Changes I would like to see in my job description to give a more accurate description of my responsibilities are:

3. Do my gifts, training, and abilities contribute effectively to what the Bishop and Synod need? If so, how is this demonstrated?

(If not, what do I need?)

4. Do I have the ability to plan for the future, be realistic, organize and share plans and vision with others effectively? How is this demonstrated?

(If not, what would assist me?)

5. a) My major accomplishments this past year were:

b) Areas I hope to improve next year include:

6. Am I positive in my approach, treat my co-workers in an open, respectful manner? Do I work collaboratively toward the mission of the Diocese? How is this demonstrated?

Further Comments:

This self-evaluation worksheet is in preparation for the formal evaluative interview with the Supervisor. Upon completion of the interview, the Supervisor will write a summary statement including a plan for the future. Please provide your comments and signature in Section C-II.

Date: _____

PERFORMANCE REVIEW
SECTION B: SUPERVISOR EVALUATION

Name of person being evaluated: _____

Position: _____

Person Evaluating: _____

Review Job Description and comment on the following in light of the job description:

1. Is staff member actually doing what his/her job description or expectations indicates? Explain the major components of his/her responsibilities.

2. What changes are needed in the job description in order to provide a more accurate description of the staff member's responsibilities?

3. Are his/her gifts, talents, and training what the Bishop and Synod need? How is this demonstrated? (If not, what do I need to encourage?)

4. Does the staff member have the ability to plan for the future, be realistic, organize, and share plans and visions with others effectively? How is this demonstrated? (If not, what do I feel would be helpful?)

5 a. Staff member's major accomplishments this past year.

b. Areas that need to be improved next year.

6. Discuss opportunities for training, development.

7. Is staff member positive in his/her approach, treat their co-workers in an open, respectful manner? Does he/she work collaboratively toward the mission of the Diocese?

Further Comments:

This evaluation worksheet is in preparation for the formal evaluation interview with the staff member. After this interview, supervisor will complete Section C-I of the Summary Sheet. At this time, any changes in the job description should be made for the next year. Be sure to provide time for staff member comments and signature.

Date: _____

PERFORMANCE REVIEW
SECTION C: STAFF MEMBER SUMMARY SHEET

Name: _____

Position: _____

I. Supervisor: Complete summary statement after the formal evaluative interview. Be sure to include summary of discussion, revised job description and plans for the future.

II. Comments by staff member:

Supervisor's Signature: _____ Date: _____

Staff member's Signature* _____ Date: _____

* I understand that my signature does not necessarily indicate agreement with the evaluation. I acknowledge that my supervisor has reviewed and discussed this review with me.