

VIRGINIA BAPTIST MISSION BOARD - EMPLOYEE PERFORMANCE APPRAISAL

Employee: _____

Dates covered by this appraisal: _____ to _____

Office: _____ Supervisor: _____

Supervisor Comments: _____

Rate each of the five (5) categories below using the following scale:

1: Unsatisfactory; 2: Satisfactory; 3: Good; 4: Very Good. Please circle each choice.

POSITIVE SPIRIT**1****2****3****4**

This employee possesses a Christ-like spirit, a cooperative attitude with others, a commitment to the work of the office, and a desire to strengthen the Kingdom Advance Ministries of the VBMB and BGAV.

Supervisor Comments: _____

PUNCTUALITY**1****2****3****4**

This employee consistently arrives at work on time in accordance with policies described in the Personnel Manual of the Virginia Baptist Mission Board.

Supervisor Comments: _____

PRESENCE**1****2****3****4**

This employee exhibits a good work ethic by honoring established break/lunch hours, by properly accounting for vacation and personal/emergency leave time, and by adequately planning for the future through the use of sick days.

Supervisor Comments: _____

PRODUCTIVITY**1****2****3****4**

This employee is consistently described by others (including the supervisor) through the use of such terms as dependable, loyal, creative, innovative, productive, and professional.

Supervisor Comments: _____

PROGRESS**1****2****3****4**

This employee strives to improve in areas of mutually perceived weakness and sets goals for plans to improve and strengthen job performance.

Supervisor Comments: _____

Employee Comments: _____

Supervisor Signature: _____

Date: _____

Employee Signature: _____

Date: _____