



# 2020 Employee Review

**EMPLOYEE NAME:** Name

**JOB TITLE:** Title

**MANAGER:** Manager's Name

**EVALUATION PERIOD:** Hire/Last Review Date – Current

**EMPLOYEE SELF RATING:** Self Rating

**MANAGER RATING:** Mgr's Rating of Employee

Exceptional performance	1	You're one of the few MVP's on our staff! You absolutely crushed this year.
Exceeds most expectations	2	You're an All-star! You go well above established standards and competencies.
Meets all expectations	3	You're a Pro! You consistently meet the requirements for your position.
Below expectations	4	Not a good year; you need a to be on a performance improvement plan.
Far below expectations	5	Unacceptable performance. Need to discuss a transition from staff.

## Summary Assessment

<p><b>Please assess how you are doing overall, giving thought to:</b></p> <p>Your most important job responsibilities</p> <p>The 5C's –</p> <ul style="list-style-type: none"><li>▪ Calling</li><li>▪ Culture</li><li>▪ Competency</li><li>▪ Character</li><li>▪ Chemistry</li></ul> <p><b>Other key attributes such as:</b></p> <ul style="list-style-type: none"><li>▪ Leading yourself</li><li>▪ Thinking around corners</li><li>▪ Serving with humility and a great attitude</li><li>▪ Working well on the team</li><li>▪ Being an initiator</li><li>▪ Communicating well</li><li>▪ Flexibility</li></ul>	<b>EMPLOYEE</b>	<p>EMPLOYEE   Enter summary here.</p>
	<b>MANAGER</b>	<p>MANAGER   Enter employee's summary here.</p>



# 2020 Employee Review

## How are you doing at your work?

<p>Assess areas of strength and areas for development, focusing on professional trust. Highlight how you've exceeded, met, and have room to grow in accomplishing your role and responsibilities. How have you done at fulfilling your job description?</p>	EMPLOYEE	<p>EMPLOYEE   Enter summary here.</p>
	MANAGER	<p>MANAGER   Enter employee's summary here.</p>

## Personal performance

What do you consider to be your one or two most important contributions to your team in the past year?

What are 2-3 areas you want to grow in, or things you want to accomplish, over the next year? (whatever comes to mind).

How is your current workload? Too slow/just right/running too hard?



# 2020 Employee Review

## How are you to work with?

<p>Assess areas of strength and areas for development, focusing on relational and spiritual trust. Highlight the areas that most impact your relationships with others on staff, like communication, conflict management, culture-building, and spiritual leadership. How is your relationship with Jesus, and how are you doing at being a great co-worker</p>	EMPLOYEE	<p><b>EMPLOYEE</b>   Enter strengths and areas for development in relational/spiritual trust.</p>
	MANAGER	<p><b>MANAGER</b>   Enter employee's strengths and areas for development in relational/spiritual trust.</p>

## Engagement

What is your job satisfaction over the past year (or since hire data if < 1 year)? (1=low, 10=high)

Would you recommend working at Watermark to a friend? (1=very unlikely, 10=very likely)

What do you like MOST about your role?

What do you like LEAST about your role?



# 2020 Employee Review

## Manager Assessment

What is your manager great at? Where could they could improve?

What further support do you need from your manager (or leadership) to be more effective in your role?

Anything else you'd like to share?

---

Manager's Signature

Date

---

Employee's Signature

Date