

# Alaska Synod-Evangelical Lutheran Church in America

## PERFORMANCE REVIEW

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STAFF PERSON

SUPERVISOR

DATE

SECTION I: COMPLETED BY THE STAFF PERSON BEFORE THE INTERVIEW WITH SUPERVISOR.

A. DEFINE IN GENERAL TERMS YOUR RESPONSIBILITIES

B. LIST SPECIFIC PROGRAMS, ACTIVITIES OR OFFICE FUNCTIONS FOR WHICH YOU HAVE PRIMARY RESPONSIBILITY

C. HOW HAS THIS CHANGED IN THE PAST YEAR?

D. SUMMARIZE YOUR POSITION OBJECTIVES FOR THE PAST YEAR. ARE YOU SATISFIED WITH THE RESULTS?  
Result

E. OBJECTIVES FOR THE COMING YEAR  
PERSONAL

EDUCATIONAL

FOR THE POSITION

F. IDENTIFY THE FIVE MOST CRITICAL SKILLS YOU BRING TO YOUR POSITION.

G. IN WHAT AREAS DO YOU FEEL YOU WOULD LIKE TO SEE YOUR SKILLS IMPROVE?

H. IN WHAT AREAS DO YOU FEEL YOU WOULD LIKE TO SEE CHANGES IN THE WORK RELATIONSHIPS AND ENVIRONMENT?

I. EVALUATE YOUR WORK RELATIONSHIP WITH YOUR SUPERVISOR. DO YOU HAVE SPECIFIC IDEAS OR RECOMMENDATIONS TO IMPROVE YOUR RELATIONSHIP; OR INPUT TO THE PERSONNEL COMMITTEE ABOUT YOUR POSITION.

	Supervisor Response complete on separate sheet
AA	Does the information shared by the staff person accurately reflect responsibilities and changes that occurred during the year:
BB	What areas of improvement are identified? What additional attention is desired? For Staff Person  For Work Relations  For Work Environment
CC	Comments and conclusions (use other side if necessary)

Signed by staff person and supervisor. All disagreements /concerns with the review will be in writing.

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Staff Person

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Supervisor

March 20, 2015