

Sample Staff Review

Why review?

1. REFLECT: To step back, look at the year, and take stock of what we are doing.
2. PREPARE: To thoughtfully prepare for the work ahead, setting goals and objectives.
3. ALIGN: To review the job description and make sure it is aligned with mission, vision and strategic plan.
3. PRAISE: To affirm strengths.
5. EVALUATE: To have honest conversation about areas for growth.
4. FEEDBACK: To give staff an opportunity to share their joys and frustrations.
5. REVIEW: To check on salary and benefits.

Please take time to prayerfully consider these questions, attach your job description, reflect on last year's goals and imagine next year's goals. Your supervisor will do the same. Schedule a two-hour block with your supervisor for discussion. You are welcome to have another colleague present. Conversation is confidential.

Person being reviewed _____

Supervisor: _____

Date: _____

1. Have you reviewed the people you supervise?
2. How did the year go, in general? Joys, challenges...
3. List your goals and objectives from last year's review year. Were they met?
4. Please attach a copy of your job description. Is the Job Description attached? Are the key accountabilities on the job description being met?
5. List 2-4 goals for the coming year. Make them SMART: specific, measurable, achievable, relevant, time-bound. How do they tie into the mission, vision and strategic plan?
6. What continuing education plans for this year will support you in these endeavors?
7. Salary and benefits for last year. Salary: Weeks of Vacation:

Signatures of participants (and comments if you wish):