

## Cave Spring Baptist Church Performance Review Form

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

### Work Performance Assessment:

1. What are the employee/volunteer's greatest strengths?

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2. What areas require additional focus?

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3. What support or resources would help improve performance?

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### Evaluation Table:

Attributes	Exceeds Expectations	Meets Expectations	Needs Improvement	Comments
Work Quality				
Productivity				
Attendance				
Punctuality				

Problem-Solving Skills				
Leadership Potential				
Compliance with Policies				
Attitude and Behavior				

**Future Performance Goals:**

☐ Maintain current standards.

☐ For paid staff: Consider adding these skills for career progression.

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**Signatures:**

Employee/Volunteer: \_\_\_\_\_

Reviewer: \_\_\_\_\_

***\*A copy of this review should be given to the employee/volunteer and the original filed in a secure location.***