

## Staff Evaluation Rubric

### Frequency:

- Monthly
  - Reviewing weekly goals
    - Have a dragon goal that can be on-going for a few months
  - Check-In using some semblance of these questions (i.e. - focus on a category each month, pulling certain questions from various categories, etc.)
- Quarterly -
  - Staff Development - looking at broader development of the staff member (how to make them better at what they do - i.e. - book, discipleship, conference, training, etc.)
  - Budget Assessment
- Annually
  - Review with team member - using all these questions
  - Needs to be done by June 1 prior to the budget cycle

### Questions to Ask:

- **Personal check-in/Overall health**
  - How is life outside of work?
  - How is your physical health, emotional health, mental health, spiritual health?
  - How is your family?
  - What does your devotional time look like?
  - How is service with your church?
- **Work Update**
  - What are some of your on-going projects?
  - What are some success stories? Challenges?
  - What's an area you want to improve?
- **Team (Connection, Health, Communication)**
  - How is the overall health of your team?
  - How would you gauge the communication as a team?
  - Do you feel that you are personally connecting with your team and the overall staff?
- **Ways To Help**
  - Any resources that would be helpful to help make your job more efficient?
  - Anything that I can do as your supervisor to help?
  - Any ways the General Office can better support you?

- **Personal/Professional Development**
  - What's an area of your role you want to improve?
  - Do you feel overworked, underworked, or just the right workload?
  - Future Goals?
- **Misc.**
- **Prayer**

Accounting:

- Keep track of the conversation from month-to-month, quarterly (i.e. - spreadsheet, Word doc, etc.)
- Annual Review goes into a HR file