

ANNUAL EVALUATION PROCESS

Purpose and Guidelines

GOALS OF EVALUATION PROCESS

- Create open communication regarding expectations and job responsibilities.
- Provide a realistic picture of how your work is going, including the opportunity to:
 - discuss and ask questions on your accomplishments as well as disappointing results
 - identify your job related strengths and weaknesses
 - clarify how you have had an impact on CCNC-N's fulfillment of the Five Year Vision
- Develop a plan to accomplish job related goals for the next evaluation cycle.
- Provide input for CCNC-N to support you in achieving satisfaction in your ministry.
- Develop and sustain individual and organizational excellence to fulfill the CCNC-N Five Year Vision.

COMPLETING THE EVALUATION FORM

- Honestly evaluate the way you completed your job responsibilities.
 - Identify the areas in which you are pleased and encouraged with the way your ministry is going.
 - Identify the areas in which you are not pleased, or even discouraged, with the way your ministry is going.
 - Identify any aids or obstacles that may have affected your job.
- Consider how you would like to grow in your current job and how you can partner with CCNC-N to accomplish this. Be willing to share your ideas.

THE EVALUATION MEETING

- Be open and candid when discussing your performance - it will be more helpful.
- Be willing to accept appreciation and acknowledgement for your efforts, as well as to receive an assessment of areas in which you need to improve your skills.
- For items that identify where you have met or exceeded job expectations, if needed, ask for further explanation to clarify how your actions made a positive contribution.
- For items that identify where you need to improve or strengthen your job performance, make sure you understand the situation completely. If you are not sure of what is being identified, ask for specific feedback to include:
 - Behavior – ask for clarification on the specific behavior that is being addressed
 - Affect – ask for clarification on why the behavior is unacceptable, and what impact it had on your ability to complete your job duties successfully
 - Expectation - find out what you need to do or not do in order to change behavior
- If you want more time to think about evaluation areas that have been highlighted, ask for it.
- Discuss what happens next in training, goal review, or on-going performance checks. Set time lines for these.

FOLLOW UP

- Participate fully in developing mutually agreed upon, written goals that will:
 - Enhance and expand your present skills
 - Strengthen any weaknesses identified
 - Offer training and development for the present and future