

2016 Performance Evaluation & Goal Setting for Wilderness Torah Staff

Purpose

The purpose of this evaluation is for you & the Directors to review your work, performance & progress over the past year and to set agreed upon goals for the rest of 2016. The evaluation is part of a continuous evaluation process and is designed to help you grow and develop through your work.

Evaluation Procedure

The evaluation is the joint responsibility of the Staff being evaluated and the Directors.

By definition evaluation involves judgment, appraisal, and comparison with norms. The evaluation should identify specific points of strengths and areas needing improvement. The evaluation report should not be used to describe programs or activities; rather it should assess the degree to which a staff member demonstrates his/her skills or abilities in the performance of duties in each defined area. The evaluation should focus on patterns of performance; isolated instances may be highlighted if they have particular impact on the individual's overall performance. Specific behaviors should be identified to support evaluative conclusions. Recommendations for improved performance should be clear, concise and constructive.

Instructions

Each Staff should complete the self-evaluation and forward it to the Managing Director for review by the Directors.

This self-evaluation will be used by the Directors to reflect on your performance and progress during a meeting between the staff member and the Directors.

Performance Definitions

Outstanding

Performance significantly exceeds expectations. This individual suggests and initiates improvements/changes and through his/her own performance has materially enhanced the effectiveness of the department or organization.

Exceeds Expectations

Performance exceeds expectations and is characterized by notable skill, initiative and superior job knowledge.

Meets Expectations

Performance generally meets expectations, and individual is an average performer. The individual performing at this level is considered a stable, skilled performer by co-workers. This individual shows some inconsistencies and has areas in which to improve his/her performance.

Needs Improvement

Performance only meets the minimum expectations – improvement is needed and expected. Performance at this level may cause the organization and/or co-workers some problems and/or difficulties – or tends to diminish the organization's effectiveness and/or productivity. Performance at this level is characterized as "barely getting by."

Unsatisfactory

Performance is inadequate or below minimum acceptable standards. Performance is causing problems, inconveniences or hardships for the organization and/or co-workers and is having a negative impact on effectiveness and/or productivity. This level of performance cannot be condoned or allowed to continue.

Employee Self-Evaluation:

Please answer the following questions with clarity and brevity. Please limit answers to not more than 150 words for each question.

1. What unique or special contributions have you made to the success of Wilderness Torah as a whole?
2. What did you hope to accomplish but were unable to? What prevented you?
3. What do you see as your strengths and areas for improvement?
4. What new skills and competencies do you want to develop and what strategies do you have to accomplish this? How can the Directors and staff help you achieve these goals?
5. What are the strengths and challenges of your working relationship with WT's Directors or other staff? What works & what can be improved?

Please limit your responses in the following section to no more than 50 words for each performance factor.

Performance Factor	Rating	Comments & plans for improvement as needed
<p>1. Quality of Work and Overall Competency Produces work that is consistently of high quality, accurate, attentive to details and thorough. Product produced is professional and complete. Not intimidated by project complexities and gets the job done. Can be counted on to carry out instructions and implement plans in a timely fashion. Displays flexibility regarding schedules and assignments.</p>		
<p>2. Communications and Interpersonal Skills Communicates effectively (written, oral, presentation) up, down and across the organization. Initiates communications, listens, responds with appropriate sense of urgency.</p>		
<p>3. Planning & Organization /</p>		

<p>Time Management Ability to initiate and organize own work; identifies desired actions and develops steps for accomplishing them. Uses time efficiently and effectively in planning, anticipating and responding. Looks for ways to improve productivity.</p>		
<p>4. Problem Solving & Judgment Analytical, creative thinker. Ability to formulate, analyze and select best alternatives that meet short- and long-term commitments. Makes sound decisions with relative autonomy.</p>		
<p>5. Innovation/Creativity The degree to which risks are taken, creativity is employed and new ideas are developed and implemented.</p>		
<p>6. Teamwork Ability to work effectively with others to attain goals.</p>		
<p>7. Interaction with Constituents Deals with volunteers, donors and other stakeholders in a helpful, courteous manner, ensuring that the interaction is mutually positive.</p>		
<p>8. Adherence to Policy Meets expectations of adherence to Wilderness Torah policies, administrative management (timesheets, etc.) and overall responsiveness to requests.</p>		
<p>Overall Performance Summary Put overall performance rating and any additional comments in this section.</p>		

Please list 3 performance goals for the coming year and describe the actions will you take to accomplish these goals?

Goals should be specific, measurable, attainable, results-oriented, and time-bound. The established goals will provide criteria for evaluating performance and professional growth during the next review period.

Goal #1:

Goal #2:

Goal #3:

Supervisor Summary (post in-person review):

SIGNATURES: Note – employee’s signature indicates that the Performance Evaluation has been discussed, and does not necessarily imply agreement with its contents.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____