

SELF EVALUATION

Self evaluations are always meant to have a positive outcome. The purpose of this process is to reflect on what you have or have not done and then determine where it is that you would like to see your ministry develop in light of the needs of the parish and your own personal needs.

The following will provide the basis for our meeting together. Ideally, we will be in agreement. Your evaluation should include the following:

- In what area do you think you have been most successful this year?
- What would you consider the significant accomplishments of the year? Why?
- In what areas did you fail to achieve what you'd hoped? Why?
- What are the competencies needed in your job?
- What strengths do you bring to this work?
- In what areas do you need to grow?
- Who or what has particularly supported you in your work this year?
- How can I help you do your job better?

Areas to include are the following:

- Do I have an understanding of what is expected of me?
- Do I stay abreast of new developments in my field?

Work Effectiveness

- Do I meet the expectations as outlined in my job description?
- Do I use my time effectively and fairly to the parish?
- Do I anticipate/prepare for coming events in parish life?
- Do I accept personal responsibility for my actions?
- Do I observe the hours of employment?
- Do I manage my time well?
- Am I a team Player?
- Do I effectively communicate with other staff members and the pastor?
- Am I open to new ideas?

Relationships

- Do I consistently treat others with consideration, friendliness, respect, dignity, and appreciation?
- Do I make visiting the rectory a welcoming experience for everyone?
- How well do I resolve conflict with other staff members and/or the pastor?
- How do I reflect the gospel values in my relationships?
- Do I feel supported or valued by the staff, the pastor, and volunteers?
- Do I invite others into parish life?

Work Atmosphere/Attitude

- Do I contribute to making the office a pleasant place?
- Do I make regular constructive contributions or negative comments?
- Do I request clarification when needed?
- Do I display interest and enthusiasm in my work?
- Do I feel energized/challenged by my ministry?

Spirituality

- Do I take time to pray?
- Does my work draw me closer to God?

Please make suggestions for future training and development that would help you in your ministry here.

Bring the completed evaluation with you when we meet. Much of what we will do will be to communicate a common understanding of what you do, how you do it, and what can be expected of you in the coming year. I will have my own observations and then together we can share our views.

There is no right or wrong in this process. It is a reflection of how you see yourself and how this harmonizes with the job/ministry you have been hired to do.

Questions regarding your prayer life and spirituality are intended for your personal reflection. Our hope is that you are attending to these areas of your life and that it is to your benefit to do so.