

**Employee Evaluation Review  
PCUCC**

**Position:**

**Date:**

**Employee:**

**Start date:**

**Evaluation:** (ie 1<sup>st</sup>,2<sup>nd</sup>,3<sup>rd</sup> )

**Strengths/What's going well:**

Employee:

Other evaluators:

**Areas to improve:**

Employee: (what employee feels would help the work go more smoothly; goals)

Other evaluators:

**Action plan:** (HR provides suggestions but seeks input from employee)

Employee: (what employee will work on)

Other evaluators: (how church staff, committee members will support employee toward reaching goals)

**Summary statement:**

**Reviewed with** \_\_\_\_\_  
(Human Resources committee members; specify if others)

**Employee response:** I *agree disagree/need further clarification* with the above comments. If "*disagree/need further clarification*" is circled, please explain:

**Employee signature:** \_\_\_\_\_