**Employee Evaluation Form**

Episcopal Church of St. John the Baptist

125 Canterbury Drive

Aptos, CA 95010

**Name:**

**Position:**

**Period of Evaluation:**

1- What has this employee done well during this evaluation period?

2- What are the major strengths this employee brings to work?

3- Has this employee’s performance been limited by any problem or situation during this rating period?

4- Have there been any significant changes in their overall performance?

5- How is this employee’s relationship with staff members, volunteers, and community members with whom they work? (What kind of rapport do they have with them? Are there any communication difficulties or friction?)

6- Identify those areas, if any, in which you believe improvement is needed in this employee’s work performance.

7- If any, how would you propose this be accomplished?