



*Resources for the Mutual Ministry Guide*

Evangelical Lutheran Church in Canada

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**ELCIC Staff  
Self-Appraisal**

# ELCIC STAFF SELF-APPRAISAL

Name:

Date:

## 1. GENERAL IMPRESSIONS

A. How, in general, do you feel about your job? How do you experience the work environment of our office?

B. If there were one thing that could be done to improve your job performance or satisfaction, what would it be?

## 2. YOUR MAJOR CONTRIBUTIONS

Where do you think you excelled during this appraisal period? Did you solve a crucial problem or complete a particularly tough project? Be specific.

## 3. PROGRESS SINCE YOUR PREVIOUS PERFORMANCE APPRAISAL

What progress have you made since your last appraisal? Are you satisfied with your performance? What new skills and learnings can you cite?

## 4. WHAT GOT IN YOUR WAY?

Are you experiencing any ongoing problems in your performance? Try to identify specific obstacles (ie. unclear expectations; knowledge or training gaps; difficult working relationships etc.) and provide suggestions for overcoming them.

## 5. WHAT ARE YOUR GOALS FOR THE COMING YEAR?

What are the specific things that you hope to achieve this next year (ie. new projects outside of your usual work, a new way of doing an ongoing task)?

## **6. SKILL DEVELOPMENT**

A. What are the specific skills you need to acquire or improve in order to achieve your goals? How do you plan to use continuing education to help you in this regard?

B. Do you have skills or passions (not necessarily job related) that we currently aren't taking advantage of?

## **7. JOB DESCRIPTION**

Please review your current job description. Please note changes that need to be made to reflect your current responsibilities.

## **8. SUPERVISION**

Are you receiving the kind of supervision you need to perform your job well? Are expectations set out clearly? Do you have a sense of how your work fits into the bigger picture? Do you feel affirmed in your work? Are there specific things you would like to comment on regarding your supervisor/supervision?

## **9. COMPENSATION**

Are you being fairly compensated for your work? Is there anything we need to know?

## **10. OTHER**

Please add any additional thoughts that you would like to share at this time.

Thanks for being a part of Team ELCIC!!!!