

## JFBC EMPLOYEE EVALUATION (Short Form) – BY SUPERVISORS

Employee Name	Staff Position	Evaluation Period – From (Mo/Yr):	To (Mo/Yr):
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### I. SPIRITUAL WALK AND PERSONAL RELATIONSHIPS

• Follow-up previous evaluation on any issues of interest or concern	
• Ask if employee has anything new that should be taken discussed	
• Encourage employee to “stay the course”	

### II. CURRENT JOB PERFORMANCE – the “WHAT I do”. Highlights of job results since the last evaluation.

• Affirm employee’s role, responsibilities, tasks and commitments	
• Discuss any changes in duties and priorities for the next six months	
• Confirm key projects, programs, deliverables and deadlines	

### III. VALUES-BASED COMPETENCIES – the “HOW I do my job”; the effectiveness in using knowledge, skills and abilities to accomplish goals.

• Discuss competencies and why they are important	
• Re-calibrate w/ employee your definition, interpretation & application to role	
• Share which are strengths & possible 1-2 to focus on going forward	
• Identify any developmental opportunity to demonstrate improvement	

### IV. OPEN DISCUSSION

• Ask if there are any questions regarding expectations & deliverables	
• Ask how you can assist/support employee to ensure success	
• Give opportunity for employee to ask you any clarifying questions	

### V. SIGNATURES

Signatures and date acknowledge that the fall evaluation review session was conducted.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**JFBC EMPLOYEE EVALUATION – Short Form**  
**FREQUENTLY ASKED QUESTIONS**

1. Q. Who completes the form?
  - A. To be completed by supervisor and discussed with the employee.
  
2. Q. When should evaluation be conducted?
  - A. Typically discussed at the same time the employee is advised of pay treatment which will normally be in the Fall of each year.
  
3. Q. If employee is not receiving pay treatment, can the evaluation be skipped?
  - A. The two most frequent reasons an employee does not receive pay treatment are:
    - i. Employee is very new or
    - ii. Employee is not performing well.
    - iii. In both cases, the employee really needs feedback on how they are performing, what specific areas need improvement and/or what they need to learn.
  
4. Q. When is the long version of Employee Evaluation used? Why is there a short form? Will we discontinue using the long version of the evaluation?
  - A. The long form is essential to capturing the information annually about an employee's performance in order to feed that information into the salary treatment discussions and budget preparations.
  - B. The short form is simply an update at the mid-year point.
  - C. We will continue using the long version of the evaluation in spring each year.