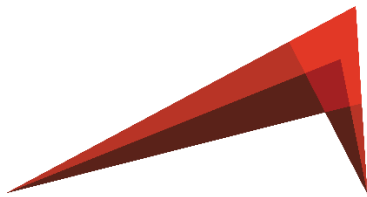


PERFORMANCE EVALUATION

*“Be diligent to present yourself approved to God as
a workman who does not need to be ashamed.”
(II Timothy 2:15)*



NORTHPOINT
CHRISTIAN TRAINING CENTER

2100 44TH STREET SW, GRAND RAPIDS, MI 49519

2021 Performance Evaluation

Employee's Name:	Department(s):	Position Title:
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PURPOSE

The purpose of this Performance Evaluation is to provide a snapshot personal inventory of strengths and weaknesses as it relates to personal health, professional abilities and competencies, and ongoing alignment with Northpoint's institutional culture, values, and mission. Viewed constructively, it can provide valuable feedback to equip each team member to continue growing in their stewardship of God's calling. In addition, it provides the Administration of Northpoint with information that assists in making qualified decisions regarding compensation and promotion. It also provides opportunity for two-way dialogue that can help both the organization at large and the individual to serve, care for, and work together effectively toward the organization's mission and objectives. Since evaluations are conducted periodically, they also provide a history of development and progress. Performance Evaluations become a part of the employee's permanent record and are requested to be kept in the strictest confidence.

SUMMARY OF JOB DESCRIPTION (Responsibilities)

1. Summarize the employee's job description, outlining significant responsibilities and changes from the previous year.

2. State the number of part-time and full-time personnel supervised: FT: _____ PT: _____

I. EVALUATION - HEALTH

1. SPIRITUAL HEALTH: It is evident through commitment to and participation in the local Church, chapel services, and an expressed or emoted outworking of a personal spiritual life facilitated through reading, prayer, and other spiritual disciplines, that care is being given to personal spiritual well-being.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not observed <input type="checkbox"/>
5		4		3		2		1		
Outstanding				Good				Poor		

Comments:

2. EMOTIONAL HEALTH: It is evident through an observed sense of comfort with oneself, the ability to emote in a way that is healthy, healthy responsibility management, ability to communicate boundaries, and overall mood and deportment that care is being given to personal emotional health.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not observed <input type="checkbox"/>
5		4		3		2		1		
Outstanding				Good				Poor		

Comments:

3. RELATIONAL HEALTH: It is evident through the ability to communicate openly, handle conflict constructively, care for staff, faculty, and students well, and a commitment to intentionally nurture family relationships that care is being given to relational health.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not observed <input type="checkbox"/>
5		4		3		2		1		
Outstanding				Good				Poor		

Comments:

4. SEXUAL HEALTH: It is evident through commitment to engaging their own body and the body of others in a way that is appropriate, healthy, honoring to Jesus, meaningful, and life-giving to other people.

Not observed
 5 Outstanding 4 3 Good 2 1 Poor

Comments:

II. PROFESSIONAL ABILITIES AND COMPETENCIES

1. ATTENDANCE: Maintains a good attendance record; is punctual and a faithful steward of time.

Not observed
 5 Outstanding 4 3 Good 2 1 Poor

Comments:

2. COMMUNICATION: Willing to exchange solution-oriented ideas and opinions through proper channels. Avoids words, actions, and attitudes that could result in undesirable consequences.

Not observed
 5 Outstanding 4 3 Good 2 1 Poor

Comments:

3. JOB KNOWLEDGE: Understands the functions of his/her own and related jobs and applies this understanding to the successful performance of duties.

Not observed
 5 Outstanding 4 3 Good 2 1 Poor

Comments:

4. QUALITY OF WORK: Produces work that is qualitatively appropriate to the institution in terms of content, aesthetics, and organizational values.

Not observed
 5 Outstanding 4 3 Good 2 1 Poor

Comments:

5. QUANTITY OF WORK: Fulfills work requirements in relation to the job description and expectations.

Not observed
 5 Outstanding 4 3 Good 2 1 Poor

Comments:

6. INITIATIVE: Demonstrates resourcefulness when it comes to problem solving, observing and communicating ideas for organizational, system, or self-improvement, and maximizing efficiency.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

7. FLEXIBILITY: Demonstrates willingness to accept changes in methods, policies, and/or responsibilities.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

8. PROFESSIONAL DEVELOPMENT: Actively seeks to expand the scope of ministry through seminars, professional publications, professional relationships and other resources that stimulate professional growth and development.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

9. CRITICAL AND SOLUTION FOCUSED THINKING: Demonstrates an ability to observe challenges, solve problems, and develop new ideas in a way that serves to efficiently and effectively fulfill the unique mission and objectives of the organization.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

10. ORGANIZATION AND PLANNING: Establishes priorities, plans effectively, and coordinates work with others.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

11. DELEGATION OF AUTHORITY: Confers authority on others in keeping with their abilities; retains responsibility and maintains oversight.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

12. PROJECT PROMOTION, LEADERSHIP, AND FOLLOW THROUGH: Takes personal responsibility for projects and ideas, coordinating, working with, and following through with the appropriate persons to arrive at the best outcome.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

III. ALIGNMENT WITH NORTHPOINT'S INSTITUTIONAL CULTURE, VALUES, AND MISSION

1. FISCAL AND BUDGETARY STEWARDSHIP: Demonstrates the ability to plan well, work within established budgets, and exercise sound judgement with regard to focusing expenses and on those items which best carry forward the mission and vision of the institution.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

2. HEALTHY CONFLICT & CONFRONTATION: Demonstrates the ability to openly communicate about needs, frustrations, or challenges expressed by or toward himself/herself with the appropriate people and works constructively toward solutions in a way that fosters and retains trusting and healthy relationships.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

3. LOYALTY & FAITHFULNESS: Demonstrates an understanding of, appreciation for, and integrity towards the organization, its mission and values, and the people at every level who compromise the organization.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

4. ATTITUDE: Demonstrates a positive, warm, open, and caring attitude toward all persons at every level who comprise the organization and those with whom it relates in the course of its business.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

5. THEOLOGICAL ALIGNMENT: Affirms a commitment to the theological values as articulated in the Constitution and Bylaws of the organization, honors the organization’s positions in conversation with students, staff, and faculty, and is willing to communicate openly and transparently with administration when potential challenges arise.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

6. UNDERSTANDING AND EXPRESSION OF MISSION AND VALUES: Demonstrates a clear understanding of and appreciation for the mission and institutional values and works to integrate those values into areas of oversight, instruction, and personal interaction.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

7. DISCIPLESHIP & STAFF / STUDENT INVESTMENT: Demonstrates a desire and commitment to invest in meaningful relationships and growth together with staff, faculty, and students as appropriate.

Not observed

5 Outstanding 4 3 Good 2 1 Poor

Comments:

IV. RESULTS

OVERALL RATING & SUMMARY: Considering all factors, as a subjective composite of the overall performance and evaluation as reflected in this document, the employer’s fit for their present position would be best described as:

Not observed

5 Outstanding 4 Very Good 3 Good 2 Fair 1 Poor

Comments:

AREAS FOR DEVELOPMENT

Comments:

Approval Signatures

Evaluator _____ Date _____

Reviewer _____ Date _____

Employee Comments

(Must be signed and returned to the supervisor within one working day).

Final Approval Signatures

Employee _____ Date _____

Evaluator _____ Date _____

Reviewer _____ Date _____

Board Chair _____ Date _____