

# Annual Review

**Employee Name**

**Reviewer**

**Position**

**Supervisor**

**Hire Date**

**Review Date**

**Company Name**

## Core Competencies

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This section displays the knowledge, skills, abilities and characteristics deemed important in achieving organizational goals. Rate all core competencies and provide comments for each.

### **Job Knowledge**

Understands the position and possesses necessary skills required to successfully execute responsibilities.

### **Judgment**

Uses proper judgment by drawing on professional expertise with minimal negative effects. Give supporting examples.

### **Communication Skills**

Understands and communicates effectively with others using a variety of contexts and formats, which include writing, speaking, reading, listening and interpersonal skills.

### **Accountability and Stewardship**

Uses ministry resources effectively and efficiently; leverages resources for optimal outcomes; adheres to Common Policies and Procedures.

### **Teamwork and Collaboration**

Works cohesively towards a common goal, creates a positive working atmosphere, and supports each other to combine individual strengths to enhance team performance.

### **Cultural Diversity and Respect**

Demonstrates respect for people and their differences, understands the benefits of a diverse workforce, is trusted and respected by others, works to understand the perspective of others, exhibits cultural and interfaith sensitivity.

### **Work Prioritization**

Follows through on work commitments to accomplish goals and job requirements

### **Innovation and Creativity**

Seeks to find more productive ways of performing job functions, demonstrates creativity in the workplace; uses technology to streamline tasks.

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## Essential Responsibilities

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This section displays the performance standards relevant to this position. Define six essential responsibilities.

### **Essential Responsibility #1**

Refer to job description to define

### **Essential Responsibility #2**

Refer to job description to define

### **Essential Responsibility #3**

Refer to job description to define

### **Essential Responsibility #4**

Refer to job description to define

### **Essential Responsibility #5**

Refer to job description to define

### **Essential Responsibility #6**

Refer to job description to define

## Training and Development

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Use this section to outline any training or professional development activities to be considered during the next review period.

### **Training and Development**

Describe suggested training or development activities in this section.

## Goals

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