



# Staff Performance Review

*To ensure the personal growth and well-being of our church staff, a periodical questionnaire is completed by staff members with their oversights. Here you will find a performance review that will help a valued staff member set new goals and discover areas of strength and areas in which to develop.*

# Performance Review 2014

## 1. Introduction

This Performance Development Survey contains three (3) sections.

1. Personal information. Six (6) questions which identify who you are and the nature of your work.

2a) HEAD, HEART and HANDS self assessment. Five (5) questions in each of these 3 areas which reflect the qualities, skills and outcomes valued by Hillsong Church.

2b) SMART Goals self assessment. Describe your five (5) 2013 SMART goals and assess your achievements.

3. Role Development Questionnaire. Nine (9) open ended questions which provide you with an opportunity to express what you enjoy about your role, what could be improved etc.

## 2. Personal Information

### \*1. Your full name

First name

Last name

### \*2. Position Title

### \*3. Team / Department/s

Team

Department 1 (Predominant)

Department 2

Please indicate your  
Team / Department/s

### \*4. Who is your immediate Supervisor?

### \*5. How many employees do you directly supervise?

Number of employees you directly supervise

Please indicate the  
number of people under  
your direct supervision.

### 6. Who do you directly supervise? (Please indicate employees name & position title)

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
6.	<input type="text"/>
7.	<input type="text"/>
8.	<input type="text"/>
9.	<input type="text"/>
10.	<input type="text"/>

## 3. Head - Leadership and Teamwork

### Performance Ratings

#### 1. Not Satisfactory

A team member who consistently does not meet the required level of performance and demonstrated skill.

#### 2. Improvement Needed

A team member who needs improvement and development in some area.

#### 3. Meets Expectations

A team member who is a solid performer and meets expectations.

#### 4. Exceeds Expectations

A team member who is results oriented and consistently delivers exceptional outcomes.

# Performance Review 2014

**\*1. After considering each of the statements below please provide a rating as it relates to you / your performance.**

	Not Satisfactory	Improvement Needed	Meet Expectations	Exceeds Expectations
Strategic Thinking: Formulates effective strategies which demonstrate understanding of our vision and incorporate longer term perspective, clear objectives and priorities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteers: Consciously considers use of volunteers and effectively recruits / trains individuals as required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team Building: Consistently develops and sustains cooperative working relationships, encourages and facilitates cooperation within and across teams, develops and encourages leadership in others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results: Consistently achieves targets and objectives of position description in accordance with expectations of supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication: Is in tune with and communicates Church life and events, listens effectively and clarifies information as needed, facilitates open exchange of ideas, conveys ideas clearly and convincingly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Performance Review 2014

## 4. Heart - Attitude and Disposition

### Performance Ratings

**1. Not Satisfactory**

A team member who consistently does not meet the required level of performance and demonstrated skill.

**2. Improvement Needed**

A team member who needs improvement and development in some area.

**3. Meets Expectations**

A team member who is a solid performer and meets expectations.

**4. Exceeds Expectations**

A team member who is results oriented and consistently delivers exceptional outcomes.

**\*1. After considering each of the statements below please provide a rating as it relates to you / your performance**

	Not Satisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations
Integrity / Honesty: Behaves in a fair and ethical manner toward others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal skills: Is approachable, respectful and empathetic, manages conflict appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability: Is generally punctual, honours commitments and responds to queries or requests in a timely fashion, accepts personal responsibility for outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enthusiasm and Resilience: Demonstrates enthusiasm and high energy levels, manages pressure/stress effectively, maintains focus and intensity, recovers quickly from setbacks, effectively balances personal life and work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility: Responds maturely to changes in scheduling and working conditions or environment, demonstrates willingness to go the "extra mile" and a "can do" attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 5. Hands - Skills, knowledge and Effectiveness

### Performance Ratings

#### 1. Not Satisfactory

A team member who consistently does not meet the required level of performance and demonstrated skill.

#### 2. Improvement Needed

A team member who needs improvement and development in some area.

#### 3. Meets Expectations

A team member who is a solid performer and meets expectations.

#### 4. Exceeds Expectations

A team member who is results oriented and consistently delivers exceptional outcomes.

# Performance Review 2014

**\*1. After considering each of the statements below please provide a rating as it relates to you / your performance**

	Not Satisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations
<b>Continual Learning:</b> Recognises own strengths and weaknesses, pursues self-development, seeks feedback from others, demonstrates comprehensive and growing knowledge in the subject matter relative to role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Skill and creativity:</b> Applies knowledge and other attributes required to fulfill role in a skilful manner, develops new insights into situations, applies innovative solutions to make improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Detail and Efficiency:</b> Demonstrates attention to detail and high levels of accuracy whilst attaining positive and timely outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Stewardship of resources:</b> Demonstrates commitment to cost efficiency and/or budget performance, demonstrates care and utilisation of tools, equipment and technology where appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Accountability / Reporting:</b> Is proactive in communicating challenges, milestones and successes both verbally and in written reports to supervisors and legitimate stakeholders, ensures required reporting is completed accurately and in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# Performance Review 2014

## 6. SMART Goals

To answer this section, please refer to your Performance Development Plan that lists your SMART goals.

### Performance Ratings

**1. Not attempted**

Team member did not achieve the goal and evidence of effort to do so is lacking.

**2. Attempted but not achieved**

Team member did not fully achieve the goal or did achieve it to some extent but not within agreed timeframes. There is evidence of effort to achieve the goal.

**3. Achieved**

Team member achieved the goal within agreed timeframes.

**4. Achieved and exceeded**

Team Member achieved the goal within agreed timeframes and in some respects exceeded expectations pertaining to quality, quantity or time-frame.

**1. Goal 1 - Please describe your first 2013 SMART goal**

**2. Goal 1 - Please rate your performance with respect to goal #1**

Not attempted	Attempted but not achieved	Achieved	Achieved and exceeded
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**3. Goal 2 - Please describe your second 2013 SMART goal**

**4. Goal 2 - Please rate your performance with respect to goal #2**

Not attempted	Attempted but not achieved	Achieved	Achieved and exceeded
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**5. Goal 3 - Please describe your third 2013 SMART goal**

**6. Goal 3 - Please rate your performance with respect to goal #3**

Not attempted	Attempted but not achieved	Achieved	Achieved and exceeded
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**7. Goal 4 - Please describe your fourth 2013 SMART goal**

# Performance Review 2014

## 8. Goal 4 - Please rate your performance with respect to goal #4

Not attempted



Attempted but not achieved



Achieved



Achieved and exceeded



## 9. Goal 5 - Please describe your fifth 2013 SMART goal

## 10. Goal 5 - Please rate your performance with respect to goal #5

Not attempted



Attempted but not achieved



Achieved



Achieved and exceeded



## 7. Role Development

The following questions will be helpful to encourage meaningful discussions with your supervisor when you have your Performance Development Meeting.

**\*1. Do you have an up to date written Position Description?**

- Yes (Print a copy and take to your Performance Development Meeting)
- No (Create or update using template on myhillsonline.com, print and take to your Performance Development Meeting)

**\*2. With which aspect(s) of your role are you most satisfied?**

**\*3. Why do you think they have gone well?**

**\*4. What part of your role interests you most?**

**\*5. What part of your role interests you least?**

**\*6. Which parts of your role do you want to improve?**

**\*7. Are there any difficulties or concerns (e.g systems, etc) which have prevented you from working in the way you would have wished?**

**\*8. Do you feel that you have any skills that are currently under-utilised in your role?**

## Performance Review 2014

**\*9. What extra training or experience do you feel would be helpful to improve your current performance?**