

PERFORMANCE REVIEW EXPLAINED

Category: A general classification of criteria by which all UOB employees are assessed.

Category Definition: The way in which UOB interprets each category relative to individual employee performance.

Performance Rating:

1. **Low.** Employee performance is unacceptable. Employee is not meeting minimum requirements of the job description and/or is remarkably below expectation relative to behaviors.
2. **Below.** Employee performance needs improvement. Performance may be inconsistent with the delivery of minimum requirements as defined by job description and/or sometimes may demonstrate behavior that is below expectation for the role the employee is in.
3. **Meets.** Meets job description requirements and general behavioral expectations.
4. **Above.** Employee behavior is very consistently positive and at times may exceed the delivery of job description requirements and/or may at times demonstrate behavior that is expectational for the role the employee is in.
5. **Exceeds.** Employee performance consistently exceeds job description requirements, meets all behavioral expectations, and the employee frequently offers unique and exceptional innovative ideas or have excellent accomplishments.

Performance Rating Further Defined:

Requirements: The requirements of the position as defined by Job Description

Expectations: Centered around employee behavior based on expectations of the ministry relative to vision, mission, values and/or supervisor needs.

PERFORMANCE REVIEW

PURPOSE

- To evaluate an employee's performance in the areas of job knowledge and personal attitude.
- To evaluate an employee's alignment with Unity principles and Unity of Bellevue policies, practices, vision, mission, purpose, and values.
- To assist the employee in identifying his or her strengths and opportunities for improvement.

IDENTIFICATION

Name	Evaluated By, Title	
Job Title (per Job Description)	Evaluation Date	Evaluation Period

SUMMARY – To be completed before review meeting

Performance Category	Definition	Rating				
		1 Low	2 Below	3 Avg	4 Above	5 High
Knowledge	Understands and executes work as defined by job description and is able to react to specific ministry needs within the employee's role.					
Dependable	Shows up on time, plans well, delivers in a timely manner, requires little supervision, assists others. Multi-tasks well and is organized.					
Welcoming	Provides a thankful, positive environment, and creates an atmosphere which aligns with UOB core values. Displays an approach of valuing, trusting, and listening to others regardless of the circumstance.					
Leadership	Administers duties/programs and leads people through influence or inspiration rather than directiveness. Supports UOB strategic plan. Effectively communicates. Uses good judgment. Is thoughtful, respectful, and demonstrates humility when view is challenged. Has a good grasp of ethic and conduct accountability.					
Interpersonal	Continually builds a positive and loving relationship with UOB leadership, staff, volunteers, and external contacts demonstrating care for all. Exemplifies understanding of Unity principles.					
Adaptable	Embraces change. Adjusts approach and communication to align with changes.					
Creative	Forwards innovative and imaginative ideas relative to duties. Comes up with new ways of marketing, promoting, and facilitates the same from others in the ministry					
PERFORMANCE SUMMARY						

GOALS – During Review

Review Year		
	Goal	Review
1		
2		
3		
4		
5		

Next Year		
	Goal	How to Achieve
1		
2		
3		
4		
5		

DEVELOPMENT – During Review

What learning opportunities would you like to explore for 2023?

How can the organization help you become more effective in your role?