An Appreciative Performance Appraisal

Conversation

Reflect on your job performance over the past year in light of your position description.

How Are You Doing?

1. Considering all of your objectives, what are you proud of, what have you accomplished, and what are you doing that works?

   Give yourself credit for every little thing you do that brings you a feeling or demonstration of success, to even the smallest degree, in any work situation. Be specific, as in "When I was patient with Jack at the staff meeting, when I listened to him without interrupting even though I disagreed with him."

2. What contributed to those successes? What caused those things to work? What has allowed you to do your best work? (Consider your leadership team, your association, conference and the UCC overall, clients, circumstances, physical situation, and opportunities.)

How have you changed?

3. Think about yourself at the beginning of the year and the person you are today. How have you changed? Again, give yourself credit for every little improvement in your professional competencies or personal effectiveness. What did you do that helped you improve? The activities may have occurred at work, home or in the community.

Going Beyond!

4. Now think beyond your given objectives. In your work at ________ and as a member of a greater community, what achievements, accomplishments, or activities are you proud of?

Becoming even more effective.

5. To make yourself even more effective in the future, what do you want to continue to do, do more of, do better, or do differently? Of all the items listed and described above, which are the ones you are inspired to act on. (This is where your team leaders, PPRC, Personnel committee, conference staff, community partners, can help prioritize your objectives.)

6. What support within the company/organization/church do you have to do the things you identified in #5? (Money, time, training, access to subject matter experts and support staff, equipment, materials, etc.) What resources do you have outside the organization? This is where your team leader can help in making sure you have what you need to succeed.

A committee of 3 can do this relatively effectively. The template can be converted to a form which congregation members can complete; composite answers and trends only are shared with the pastor. When I use this tool I remind employees to review their job description, answer the questions, and come prepared for a conversation.