

**The River Church**  
**Corrective Action & Performance Evaluation Form**

**Employee/Leader/Volunteer Name:** \_\_\_\_\_ **Title/Department/Ministry:** \_\_\_\_\_

**Manager/Sr. Leader/Leader Name:** \_\_\_\_\_

**Review Type (indicate one):** 90-day/ New Hire Quarterly 6-month Annual Other

**Date:** \_\_\_\_\_ **Review Period (Date From, To):** \_\_\_\_\_

<b>Goals: Area for Development</b>	<b>Job Responsibilities/ Task Metrics</b>	<b>Conduct/ Behavior</b>	<b>Notes (Success/ Strengths OR Areas to Improve)</b>	<b>Overall Performance Evaluation</b>
<b>Organization/ Church Business Goals</b>				
<b>Work-Flow &amp; Teamwork</b>				
<b>Customer Service</b>				
<b>Outreach &amp; Marketing</b>				
<b>Training &amp; Development</b>				
<b>Compliance with Policies &amp; Procedures</b>				
<b>Availability for Work/ Assignment (Attendance/ Present as Scheduled)</b>				
<b>Overall Behavior</b>				
<b>Goals for Coming Year</b>				
<b>Other: Outstanding Service</b>				

<b><u>Final Evaluation (indicate one):</u></b>	<b><u>Plan of Action</u></b>	<b><u>Employee/Leader/Volunteer Signature:</u></b>	<b><u>Manager/Sr. Leader Signature:</u></b>
<b>Excellent Performance</b>			
<b>Satisfactory Performance</b>			
<b>Need to Improve: Verbal Warning</b>			
<b>Need to Improve: Written Warning</b>			
<b>Need to Improve: Written Suspension</b>			
<b>Termination</b>			