**Annual Review (insert date)**

*This document is to be completed by the staff member prior to the review and given to the reviewer so that both have a copy at the time of the review. Dates will need to be inserted.*

1. **General**
2. Circle, on the scale of 1 to 10 below, how you would rate your satisfaction with your job? What factors (*i.e.* *accomplishments, colleagues’, pay, environment, fun*) contributed to your decision?

*(awesome)* 10 9 8 7 6 5 4 3 2 1 (*terrible)*

1. **\_\_\_\_ – the year that has been.**
2. What are you enjoying the most about your job?
3. What have been your most significant accomplishments in \_\_\_\_\_\_?
4. What challenges you or frustrates you the most about your job?
5. What goals have you been unable to accomplish? What do you think has hindered you from achieving them?
6. What new skills and experiences have you acquired in the past 12 months?
7. **\_\_\_\_\_\_ – the year that is ahead.**
8. **What will be your three most important priorities in \_\_\_\_\_? How will you know if you have been successful with them?**
9. What resources (e.g. systems. processes, equipment) would help make your job easier?
10. What could be done next year to make your job less frustrating and more challenging?
11. In what area would you most like to develop?
12. In what ways can I help you do your job better?
13. **Spirituality**
14. **How would you describe your relationship with Jesus?**
15. **How would you describe your relationships with work colleagues’? Are there specific actions that need to be taken here?**
16. **What local church are you currently participating in?**
17. **Questions**
18. **What would you most like to ask me about your performance?**
19. **What is the one thing that I most need to do?**