Employee Evaluations 2018 – Frequently Asked Questions

What is the Process?

- Replay on last year's process with revisions based on the feedback received from the teams during the evaluation process. (Project Lead: Marsha Koch, Project Team – Ed Bellner, Sarah Bucher, Jason Jones, Carrie Rausch, Karen McMillan, Julie Lewandowski)
- Posted on Creekhelp.com. Click here to review the process

What is theTimeline? (Just a guideline so we are all tracking towards Q1 completion per the Employee Handbook.)

- Jan 8 – Feb 2: All individual Evaluation Forms completed (Step 1)
- Feb 3 – March 31: All one-on-one meetings, Summary Forms and job descriptions completed (Steps 2, 3, & 4)

What is the Communication Plan?

- Four steps are clearly communicated on Creekhelp (Human Resources>Employee Evaluations)
- Overview: All Staff Kickoff January 8 (NerdStuff - Josh)
    - o Information will flow through Team Meetings via PM's
    - o Campus Pastors, Arts, Ministry Services, Ministries – January 9
    - o Campus Teams – January 10

What is the "Blind" Process?

- Employee, Direct Report and Ministry Director (if applicable) will fill out the evaluation form separately.
- The intent is that each individual evaluation is not impacted by another's comments.

Ministry Directors – Who Are They?

- Clarified the Definition: A Ministry Director is someone who holds a cross-departmental Central Support role that is developing, creating and leading communication within a specific ministry area.
    - o Sr. Director of Kids Ministry (Sarah Bucher)
    - o Sr. Director of Students Ministry (Josh Whitlow)
    - o Sr. Director of Adult Ministry (Marna Ward)
    - o Sr. Director of Programming (Nate Manuel)
    - o Sr. Director of Facilities (Bill)
    - o Director of Project Managers (Jason Jones & Casey Wagner)

Who sits in One-on-One Meetings?

- Direct Report and employee
- Direct Report will have the feedback from the Ministry Director (if applicable) but the Ministry Director will not sit in on the one-on-one meeting.
- Ministry Director will get a copy of the Summary Form

How does a submitted form route?

- The submit button at the bottom of each form will inform you where the form will be sent.

Was the wording of the questions revised?

- Revised all of the questions
- No changes in overall intent/goal of the question
- As we work through our values as a Leadership Team we will incorporate those into this process.

What about Job Descriptions?

- The goal this year is to make sure every employee has clarity on their role based on a job description.
- PM's are well versed on this process and are ready to help walk their teams through this process.