

INSTRUCTIONS FOR ASSESSMENT NARRATIVE RESPONSE

Please complete a ***separate*** form for each person only if you have had **first-hand interaction** with that person (Rabbi Chapman, Cantor Stoehr, Rabbi Honig, Michael Garlin) in the past **12 months**. Responses should be based solely on **your own observations and experiences**, not on hearsay, general perceptions, or feedback received from others. If you do not have sufficient firsthand knowledge to provide an informed and objective assessment, please do not complete an assessment of that person. All responses should be factual, specific where appropriate, and written in a professional and constructive manner. The remainder of the assessment need not be completed for any person if the Narrative Question is not completed.

Narrative Question:

Assess the effectiveness of this person in fulfilling his/her professional responsibilities during the past year. Include areas such as leadership, communication, collaboration, pastoral or programmatic engagement, responsiveness, or congregational impact. Identify key strengths and, where appropriate, areas for professional development.

Please also include your opinion of the person's achievement of their stated goals:

For Rabbi Chapman: onboarding of Rabbi Honig and Carly Wallenstein, improve time-management, increase congregant outreach, successfully launch Club Spark, increase membership, philanthropy, revenue, increase member touchpoints, create a climate of customer service, kindness collaboration.

For Cantor Stoehr: Re-establish outreach to members, fundraise (hall of history), help build youth music communities.

For Michael Garlin: Increase fundraising, manage the deficit budget, grow membership, complete sanctuary projects, launch Club Spark.

ASSESSMENT FORM

Person Being Assessed _____

Your Name: _____ (optional)

Assessment date: _____

This individual functions as a team player				
1 Strongly Disagree	2	3	4	5 Strongly Agree
This individual has a positive impact on morale across the organization.				
1 Strongly Disagree	2	3	4	5 Strongly Agree
This individual initiates discussions to resolve conflicts.				
1 Strongly Disagree	2	3	4	5 Strongly Agree
This individual works collaboratively.				
1 Strongly Disagree	2	3	4	5 Strongly Agree
This individual is approachable and accessible to staff, lay leaders, and members regularly.				
1 Strongly Disagree	2	3	4	5 Strongly Agree
This individual is reliable and follows through on commitments				
1 Strongly Disagree	2	3	4	5 Strongly Agree
This individual is a visionary leader that inspires people about future possibilities and strategies				
1 Strongly Disagree	2	3	4	5 Strongly Agree
This individual earns trust and respect through honest, transparency, confidentiality and professionalism.				
1 Strongly Disagree	2	3	4	5 Strongly Agree