

EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE INFORMATION

NAME:
SUPERVISOR:
PARISH, SCHOOL OR AGENCY:

JOB TITLE:
PERIOD OF REVIEW:
REVIEW DATE:

Have any functions of the position changed since the last review? YES NO
(If yes, please attach a revised job description with signature of employee and supervisor.)

EMPLOYEE GOALS/OBJECTIVES FOR LAST REVIEW PERIOD Employee Self-Assessment Section

What was the objective, and to what extent was it achieved?

OBJECTIVE:

Fulfilled *Partially Fulfilled* *Not Fulfilled*

COMMENTS:

OBJECTIVE:

Fulfilled *Partially Fulfilled* *Not Fulfilled*

COMMENTS:

OBJECTIVE:

Fulfilled *Partially Fulfilled* *Not Fulfilled*

COMMENTS:

OBJECTIVE:

Fulfilled *Partially Fulfilled* *Not Fulfilled*

COMMENTS:

OBJECTIVE:

Fulfilled *Partially Fulfilled* *Not Fulfilled*

COMMENTS:

EMPLOYEE GOALS/OBJECTIVES FOR LAST REVIEW PERIOD
Supervisor Assessment Section

OBJECTIVE:

Fulfilled

Partially Fulfilled

Not Fulfilled

COMMENTS:

OBJECTIVE:

Fulfilled

Partially Fulfilled

Not Fulfilled

COMMENTS:

OBJECTIVE:

Fulfilled

Partially Fulfilled

Not Fulfilled

COMMENTS:

OBJECTIVE:

Fulfilled

Partially Fulfilled

Not Fulfilled

COMMENTS:

OBJECTIVE:

Fulfilled

Partially Fulfilled

Not Fulfilled

COMMENTS:

KEY FOR RATINGS

Outstanding:	Consistently exceeds expectations, has made many significant contributions to the organization.
Above Expectations:	Often exceeds expectations, fully competent, no deficiencies in important responsibilities.
Meets Expectations:	Meets the requirements of the job consistently; may exceed them on occasion.
Needs Improvement:	Satisfies some job requirements, but does not consistently meet expectations in some major job areas.
Unsatisfactory:	Routinely fails to meet standards and expectations.

EMPLOYEE PERFORMANCE IN KEY AREAS Employee Self-Assessment Section

LEADING SERVICE: Greets every guest, parishioner, clergy member and employee; makes time and interacts with every guest; thanks and shows appreciation; treats all guests with dignity and respect; communicates positively both verbally and non-verbally; strives to exceed guest expectations, displays a sense of urgency, responds to guest feedback.
Supervisor behaviors also include: coaches guest-focused behaviors.

Comments:

Outstanding Above Expectations Meets Expectations Needs Improvement Unsatisfactory

LEADING RESULTS: Commits to action and produces consistent quality work; adheres to policies, procedures, regulatory guidelines and ethical standards; accepts responsibility for outcomes of one's work and behaviors; leverages resources to complete work efficiently; effectively manages time through prioritization; approaches change positively and encourages others to embrace change; identifies, solves issues and makes quality decisions by weighing options carefully and thoroughly; considers the needs of all involved parties.
Supervisor behaviors also include: sets and communicates performance goals and expectations; observes and evaluates performance; ensures implementation and follow through; delegates and empowers others; thinks through contingencies and alternatives to develop a plan; drives change by helping employees overcome resistance.

Comments:

Outstanding Above Expectations Meets Expectations Needs Improvement Unsatisfactory

LEADING SELF: Treats employees respectfully; demonstrates reliability, honesty and confidence in one's character; looks for challenging or unfamiliar assignments; puts new knowledge, understanding, or skill to practical use on the job; takes responsibility for self-development; quickly modifies behavior to deal effectively with change; maintains composure under pressure and stress.
Supervisor behaviors also include: increases capacity to learn by mentoring others; adapts style and approach for different situations and levels.

Comments:

Outstanding Above Expectations Meets Expectations Needs Improvement Unsatisfactory

LEADING OTHERS: Openly shares knowledge, skill and insights with others; listens, acknowledges others and acts with integrity to build trust; engages, participates, recognizes and supports the team; values and includes diverse individuals and varied perspectives; communicates in a clear, concise, credible and timely manner; initiates action to handle conflict for win-win resolutions; contributes to a positive work environment.
Supervisor behaviors also include: attracts, selects and builds a team of talented, high performing, diverse individuals; develops employees by providing feedback, coaching and utilizing development plans; supports and holds the team accountable to achieve high performance; aligns and shares information with team.

Comments:

Outstanding Above Expectations Meets Expectations Needs Improvement Unsatisfactory

LEADING INNOVATION: Views situations from multiple perspectives; keeps mind open to ideas and solutions from others; anticipates changing needs of business; generates new ideas, solutions, or approaches when problem-solving; collaborates with others to reach creative solutions; identifies approaches that are more effective or efficient; suggests new and creative ways to improve the organization.

Supervisor behaviors also include: establishes an environment in which creativity flourishes; encourages direct reports to take risks and come up with innovative solutions; strategizes, evaluates future direction and risk, and implements change.

Comments:

Outstanding Above Expectations Meets Expectations Needs Improvement Unsatisfactory

SUMMARY

When providing comments, consider your overall achievement of results against objectives, key issues from the above sections, and strengths vs. potential improvements.

Comments:

Outstanding Above Expectations Meets Expectations Needs Improvement Unsatisfactory

EMPLOYEE PERFORMANCE IN KEY AREAS Supervisor Assessment Section

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SUMMARY

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Comments:

Outstanding Above Expectations Meets Expectations Needs Improvement Unsatisfactory

FUTURE OBJECTIVES
Employee Self-Assessment Section

Major goals for the upcoming period.

OBJECTIVE:

How achievement of objective will be measured:

Target date for completion:

OBJECTIVE:

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* **Note:** Supervisor's objectives will be the final objectives set and measured for the following evaluation.

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE