

# EMPLOYEE INTRODUCTORY PERIOD PERFORMANCE EVALUATION

## EMPLOYEE INFORMATION

NAME:  
SUPERVISOR:  
PARISH, SCHOOL OR AGENCY:

JOB TITLE:  
PERIOD OF REVIEW:  
REVIEW DATE:

### KEY FOR RATINGS

**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:

*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:

*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:

*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:**

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:**

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:**

Meets Expectations

Needs Improvement

Unsatisfactory

## EMPLOYEE PERFORMANCE IN KEY AREAS Supervisor 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.*

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**Comments:**

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**SUMMARY**

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

**Comments:**

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:*

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**FUTURE OBJECTIVES**  
**Supervisor Assessment Section**

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**How achievement of objective will be measured:**

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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