



# 20\_\_ Annual Performance Review

Employee Name (Last,First)	Years in Position	Job Title
Supervisor Name	Department/Agency/Parish	Overall Rating

The purpose of the Employee Performance Review is to foster and improve performance of employees by providing opportunities for communication and goal setting, and by clearly defining the performance requirements of the position. Additionally, performance reviews provide a periodic, written record of employee performance, to make employees aware of supervisory appraisals of their work. Before the supervisor and the employee meet to complete the performance appraisal, the employee fills out the Annual Performance Review Achievement Summary. This summary should be turned in prior to the evaluation process.

The following performance rating levels are used in this appraisal:

**Distinctive**

- Significantly and consistently exceeded expectations by producing a high quality and quantity of work that is above and beyond the requirements.
- Work is of superior quality in all goal related tasks and deliverables.
- Overall objectives were completed and final results fully exceeded expectations of all stakeholders.
- Required no supervision in completing work assignments.
- Demonstrates exceptional in-depth knowledge and or actions in completing complex objectives.
- Outcomes and results add value beyond the scope of the position requirements further benefiting the department and/or the Archdiocese.
- Overcame significant challenges and or obstacles requiring superior problem solving, collaboration and/or other abilities.

**Very Strong**

- Consistently achieved and frequently exceeded objectives through concerted effort and according to plan.
- Overall objectives were completed and final results exceeded expectations.
- Work is of high quality in all tasks and final work product frequently exceeding expectations.
- Demonstrates the ability to take on responsibility above and beyond position requirements with a high level of success.
- Required little supervision in completing work assignments.

**Successful**

- Completed all key tasks and objectives necessary to achieve the goals and objectives.
- Quality of work and related outcomes fully met expectations.
- Work is competent in all significant areas of responsibilities.
- Completed tasks and responsibilities with average to minimal supervision.

**Needs Improvement**

- Did not complete key tasks and objectives necessary to successfully achieve the goals.
- Work consistently needs revision or adjustments to meet a minimal success level.
- Did not demonstrate the competence and knowledge required to accomplish goals.
- Produced a poor quality outcome that did not meet the expectations. Required close supervision due to low performance or skill level.
- Did not demonstrate the ability to take on the responsibility needed to successfully complete objectives.

The overall job performance should document highlights of performance during the rating period, outstanding achievements, areas needing improvement, and other related information considered noteworthy.

**Employee Acknowledgement:** My supervisor/manager and I identified and discussed my performance goals, job responsibilities and job-related competencies during this performance appraisal. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with it. I understand that I have a right to submit a written response to any portion of this evaluation that I disagree with.

Employee's Signature	Date
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**Supervisor Acknowledgment:** have discussed the performance review document with the employee and advised the employee of his/her overall rating.

Supervisor's Signature	Date	Page 1 of 6
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## Job Knowledge

Exhibits general and technical knowledge of performance responsibilities. Seeks professional development and shows evidence of professional growth. Improves methods and procedures where applicable.

Comments:

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Distinctive      Very Strong      Successful      Improvement Needed

                

## Work Quality

Completes work assignments within designated time frame.  
Performs job responsibilities in an accurate manner.  
Completes job responsibilities professionally. Responds quickly and effectively to internal and external stakeholders.

Comments:

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Distinctive      Very Strong      Successful      Improvement Needed

                

## Problem Solving

Uses sound judgment to identify problems and solutions.  
Supports innovation. Generates new ideas. Demonstrates ability to adjust to changing job requirements.  
Implements new and useful concepts effectively.

Comments:

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Distinctive      Very Strong      Successful      Improvement Needed

                

## Communication

Keeps supervisors informed of progress on work related issues.  
Keeps co-workers informed of progress on work related issues.  
Conveys messages and themes accurately.  
Writes clearly and concisely. Makes clear and well organized presentations.

Comments:

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Distinctive      Very Strong      Successful      Improvement Needed

## Decision Making

Makes timely and effective decisions consistent with job responsibilities. Uses sound judgment in decision making. Communicates decisions to those individuals that need to know.

Distinctive	Very Strong	Successful	Improvement Needed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

## Dependability

Adheres to scheduled work hours per the position responsibilities and requirements. Keeps manager informed of need of scheduled time out of the office. Does not take excessive time for personal matters, breaks, lunch, etc. Complies with the sick time policy.

Distinctive	Very Strong	Successful	Improvement Needed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

## Human Relations

Demonstrates respect for all people, regardless of ethnicity, race, gender, or disabilities. Promotes harmony and enthusiasm. Fosters a climate of openness and trust. Exercises courtesy and professionalism in dealing with others.

Distinctive	Very Strong	Successful	Improvement Needed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

## Mission

Respects Church teachings. Demonstrates awareness of mission, goals, and priorities of the Archdiocese. Promotes mission, goals and practices of the Archdiocese.

Distinctive	Very Strong	Successful	Improvement Needed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

## SUMMARY OF STRENGTHS AND DEVELOPMENT NEEDS:

# Management Only Section

## Budget

Understands the agency/department budget and expenses. Prepares budget in timely manner. Seeks ways to control expenditures. Operates within established budget.

Distinctive

Very Strong

Successful

Improvement Needed



Comments:

## People Leadership

Delegates responsibilities appropriately. Motivates staff to achieve department goals. Treats staff with dignity and respect. Provides and promotes professional growth opportunities. Provides appropriate direction and oversight. Addresses performance behavior issues in staff.

Distinctive

Very Strong

Successful

Improvement Needed



Comments:

## Planning and Organization

Establishes priorities. Plans and organizes departmental goals. Takes pro-active approach to problems/opportunities within department. Evaluates situations and uses problem-solving approaches for positive outcomes. Is a creative thinker. Is willing to take appropriate risks.

Distinctive

Very Strong

Successful

Improvement Needed



Comments:

## Team Building

Includes staff in the decision making process. Works collaboratively with other departments and agencies. Fosters a team approach to achieving goals.

Distinctive

Very Strong

Successful

Improvement Needed



Comments:

## SUMMARY OF STRENGTHS AND DEVELOPMENT NEEDS:

**Major Project Goals:** (Supervisor/Employee should prepare together) Goals should support Archdiocesan and department priorities and initiatives. Goals should be clearly defined and measurable. During the year, periodic assessment of progress to attainment of Goals should be scheduled.

1.

2.

3.

4.

5.

**Developmental Goals:** Establish a plan to acquire the knowledge and skills needed for the employee to improve. (Supervisor/Employee should prepare together) Include specific training, coursework, and other professional development focused on developing skills for the current position and for preparation for future positions.

1.

2.

3.

Employee's General Comments (Completed after review).

Supervisor's General Comments (Completed after review).