

Parish and Non-Contract School Employee

ANNUAL PERFORMANCE REVIEW FORM

Employee Name:

Date:

Employees and Supervisors should make comments for each performance review category (i.e. Cooperation and Teamwork, Job Performance and Judgment, Reliability and Quality of Work, Mission of the Church, etc.) under the sections entitled, "Employee Comments" or "Supervisor Comments". Employees who do not have supervisory responsibility should not fill out number 7. Supervision and Leadership.

Complete the performance review using the following assessment of general criteria:

Description

- | | | |
|---|---------------------|--|
| 5 | Outstanding | performance is exceptional and contributes significantly to objectives and success of the department and the Archdiocese |
| 4 | Exceed Expectations | performance consistently exceeds the position's requirements |
| 3 | Meets Expectations | performance fulfills the normal requirements of the position |
| 2 | Below Expectations | certain areas of performance are unsatisfactory and need immediate improvement |

	Employee Rates (5, 4, 3, 2)	Supervisor Rates (5, 4, 3, 2)
1. Cooperation and Teamwork: Projects a positive attitude; relates effectively with co-workers, managers, and others; uses tact/diplomacy and acts professionally at all		

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times.		
2. Job Performance and Judgment: Demonstrates knowledge and skills necessary to perform the job effectively. Uses sound judgment. Determines which problems to handle independently and which to refer to more senior personnel. Follows up on problems and helps to bring about resolution.		
3. Reliability and Quality of Work: Works efficiently; uses time effectively; takes initiative in addressing challenges. Meets promised deadlines without sacrifice of accuracy and quality. Reports unavoidable delays in advance of deadline(s).		
	Employee Rates (5, 4, 3, 2)	Supervisor Rates (5, 4, 3, 2)
4. Mission of the Church: Promotes an atmosphere in the department where Catholic spirituality can flourish. Promotes the mission and priorities of the Archbishop and Bishop. Knows and respects Church teaching as it impacts the department and its services.		
5. Initiative: Self-starter; requires minimal supervision; requests additional assignments or responsibilities; suggests and implements improved work methods.		
6. Communication: Effectively expresses self in individual or group situations; message is clear, concise and easily understood; listens carefully to others.		
7. Supervision and Leadership: <u>Complete only for individuals with supervisory responsibility.</u> Serves as a mentor to subordinates and encourages staff to develop and grow in their respective areas. Within budget, encourages training opportunities for staff.		

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Overall Performance Assessment for period

5/12/15 to 5/10/16 (FY16): If goals were established for the FY16 plan year, please address the accomplishment of the stated goals in this section:

EMPLOYEE COMMENTS:

SUPERVISOR COMMENTS:

Parish and Non-Contract School Employee

ANNUAL PERFORMANCE REVIEW FORM

Please identify 2-3 important goals ranked by priority for the coming year. When setting goals, it is always preferred that you establish specific tasks that have the ability to be measured as to their accomplishment or not.

- 1.
- 2.
- 3.

I have read this performance review and discussed the contents with my supervisor. My signature indicates that I have been advised of my performance and does not necessarily imply my agreement with the assessment of my supervisor.

Employee Signature

Date

Supervisor Signature

Date

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