|  |  |
| --- | --- |
| **Name** (Last, First) |  |
| **Position Title:** |  |
| **Office / Dept. Name:** |  |
| **Supervisor:** |  |
| **Period Reviewed (dates):** |  |
| **Date of this Review:** |  |

**Rating Scale:**

The five-tiered rating scale below should be used to rate the employee’s performance in each of the categories that follow.

**Extraordinarily Exceeded Expectations***. Regularly made extraordinary contributions that had a significant and positive impact on the performance of the Office, Pastoral Center, and/or archdiocesan entities.*

**Exceeded Performance Expectations***. Significantly exceeded performance standards in several areas of the category.*

**Fully Accomplished Expectations.**  *A good, productive employee who did the job well. Consistently met all performance standards and objectives and occasionally exceeded some.*

**Improvement Needed in Some Areas.**  *Did not consistently meet all performance standards or job requirements. May have achieved unsatisfactory results; however, there is potential to improve within a reasonable time frame.*

**Consistently Below Performance Standards.**  *Unable or unwilling to complete all job requirements in a given area, requiring inordinate support and supervision.*

*Supervisor instructions for rating performance*: Please rate each area of performance by placing a check mark in one of the five rating columns for each category evaluated. Explain each “improvement needed” and “consistently below performance standards” in the section marked “Additional Comments”, by identifying specifically what (and how) the employee needs to improve. (See “Performance Evaluation Rating Guide” document for additional information regarding the categories.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Area to be Rated | **Extraordinarily Exceeded Expectations** | **Exceeded Performance Expectations** | **Fully Accomplished Expectations** | **Improvement Needed in Some Areas** | **Consistently Below Expectations** |
| 1 | Position Knowledge and Skills |  |  |  |  |  |
| 2 | Work Quality |  |  |  |  |  |
| 3 | Focus on Client / Persons Served |  |  |  |  |  |
| 4 | Productivity |  |  |  |  |  |
| 5 | Flexibility |  |  |  |  |  |
| 6 | Initiative / Continuous Improvement |  |  |  |  |  |
| 7 | Dependability |  |  |  |  |  |
| 8 | Builds Relationships / Fosters Unity |  |  |  |  |  |
| 9 | Adherence to Guidelines / Acting with Professionalism |  |  |  |  |  |
| 10 | Communication / Informs Necessary Parties |  |  |  |  |  |
| 11 | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |

Supervisor’s additional comments on specific areas rated and/or employee overall performance:

Goals moving forward, including areas for reflection and growth (detailed document may be attached):

**Overall Rating of Performance**

The compilation of ratings selected for each of the categories should be used to determine the overall performance rating. Select the description.

\_\_\_\_\_ **Clearly Outstanding Overall Performance**: This employee’s contributions have had an extraordinary and noteworthy impact on the performance of the Archdiocese / parish / school. Employee has “extraordinarily exceeded expectations” in the majority of categories rated.

\_\_\_\_\_ **Exceeded Expectations**: This employee’s work has exceeded expectations overall, resulting in a positive impact on the performance of the Archdiocese / parish / school.

\_\_\_\_\_ **Fully Accomplished Expectations**: Employee demonstrated good performance within the expectations of the position, making a positive impact on the entity. Exceeded standards in some areas.

\_\_\_\_\_ **Generally** **Met Expectations**: Employee demonstrated good performance in most areas of her/his job and may have exceeded expectations in one or two areas. One to three areas may be targeted for improvement and may require a planned action.

\_\_\_\_\_ **Did Not Sufficiently Meet Expectations**: Employee has required continuing support and inordinate supervision in three or more areas, and it is questionable as to whether the employee would make the needed improvements. The following action will be taken:

\_\_\_\_\_ Performance Improvement Plan (attached) with another review completed in

1. 90 days (performance increase deferred until 90-day review and having met standards)
2. 180 days (performance increase deferred until 180-day review and having met standards)

* *Regardless of time period, employee must make immediate improvements and sustain them*.

\_\_\_\_\_ Termination of Employment

**Employee Comments**:

Supervisor Signature / date:

Employee Signature / date:

Copies: Employee; Personnel folder; Pastor / Principal / Administrator; Supervisor