



Employee's Name:

Title:

Supervisor:

Review Period:

## PERFORMANCE REVIEW FORM

### A. CURRENT RESPONSIBILITIES

**Attach a current position description.** If applicable, make note of any significant changes since last year's performance review.

### B. PERFORMANCE ASSESSMENT

- a. **Evaluate and discuss the employee's job performance.** Base your evaluation upon the position requirements, achievement of the goals established during the past year, and your assessment of the employee's accomplishments.

- b. **Are there areas of the exceptional performance that should be particularly noted?** Provide specific examples.

- c. **Are there areas of performance needing more attention or improvement?** Provide specific examples.

- d. **State and discuss the expectations and goals for the upcoming review period.** Give examples of how these goals can be met (e.g., training). How will you support the employee to accomplish these goals?

### C. PROFESSIONAL DEVELOPMENT PLAN

**List specific activities the employee will do in the next twelve months as part of his/her professional development.** How will you support the employee to meet these goals?

### D. EMPLOYEE COMMENTS (OPTIONAL)

The employee may comment on the performance review in the space provided below.

***This annual performance review will become part of your Archdiocese of Indianapolis personnel file. Please acknowledge that you have received this document.***

Employee's Signature:

Date:

Supervisor's Signature:

Date: