



Catholic Diocese of Saginaw

PERFORMANCE EVALUATION

PURPOSE

The performance evaluation process provides for periodic exchange of information about accomplishments and problems on the job. It provides a choice of factors to help the supervisor organize his/her observations, to assess individual performance in relation to standards for the job, to note aspects of work in which the staff member does well and to note any areas needing improvement. The evaluation provides a special occasion for the staff member and the supervisor to reach or renew a mutual understanding of the objectives and the staff member's role. Work standards can be clarified, training needs discussed, or effects of changes in the work can be noted.

PROCEDURE

The performance evaluation form should be completed at least annually. After completion, a meeting should be held with the employee to review the appraisal. The employee should sign the appraisal form to indicate that the appraisal has been discussed with the employee. The signature does not imply that the employee agrees with the overall performance rating. The employee may use the "Employee's Comment Section" to provide feedback on the appraisal. A copy of the evaluation should be given to the employee and the original should be placed in the permanent personnel file.

RATING FACTORS

Superior – Performance relative to expectations is Superior. Level of accomplishment reflects a high degree and substantially surpasses that required for acceptable completion of established goals and objectives.

Good – Performance relative to expectations is fully satisfactory. Achieves agreed upon goals and objectives and requires no more than normal supervision and assistance. Normally produces results in an organized and effective manner. No particularly important variances from standard one way or the other.

Needs Improvement – Performance relative to expectations normally adequate, but often below fully acceptable level. Requires more supervision and assistance than is acceptable on a continuing basis. Necessity for improvements in one or more specific areas indicated. With improvement in specific areas, attainment of position goals and objectives would be achieved.

Unsatisfactory – Performance relative to expectations is substantially below required level with respect to achieving established goals and objectives. Substantial improvement is required or corrective action indicated.



Catholic Diocese of Saginaw

PERFORMANCE EVALUATION

| | |
|---|---------------------|
| EMPLOYEE NAME: _____ | |
| Department: _____ | Title: _____ |
| Date of Evaluation: _____ | Date of Hire: _____ |
| Appraisal Period: from _____ through _____ month/year month/year | |

| FACTORS | LEVEL OF PERFORMANCE | | | |
|---|---|--|--|--|
| Quantity of Work | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
| Consider the volume of work produced. If amount is difficult to measure, consider working speed and the extent to which work is kept on schedule. | Seldom meets job requirements. | Produces adequate amount of work to meet minimum job requirements. | Consistently meets all job requirements. Works at a steady constant speed. Occasionally exceeds job standards in peak periods. | Regularly produces more than required amount of work. Maintains a high rate of production. |
| Comments: _____ | | | | |
| Quality of Work | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
| Consider the accuracy, neatness, and thoroughness of work produced. | Work is regularly below normal quality. | Work is reasonably complete and accurate. Some errors due to carelessness. | Work is consistently complete and accurate. A careful worker. | Work is often of superior quality. |
| Comments: _____ | | | | |

| JOB KNOWLEDGE | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
|---|--|--|--|---|
| Consider the extent to which established procedures and underlying principles of the employee's job are known. | Incomplete knowledge of job procedures. May lack experience or training. | Adequate knowledge of routine procedures of own job. Some supervision is needed. | Job knowledge is thorough enough to perform most job procedures with only minimal supervision. | Complete knowledge of job procedures. Is capable of handling all phases of own work. Is able to recognize unusual situations and recommend actions. |
| Comments: _____ | | | | |
| ATTENDANCE & PUNCTUALITY | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
| Consider tendency to be absent or late and the reasons for absences or tardiness. | Frequently absent or late, despite counseling, and with no satisfactory explanation. | Moderately dependable. Some difficulty in attendance and punctuality. | Occasionally absent or late, but with satisfactory explanation. | Consistently present and on time. |
| Comments: _____ | | | | |
| ADAPTABILITY | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
| Consider the speed and facility with which the employee masters new routines and adapts to changes in methods and procedures. Consider also the ability to retain this knowledge. | Learns new duties slowly. Has difficulty retaining details and adapting to new situations. | Learns new routines within a reasonable amount of time. Fairly adaptable to new tasks and changing conditions. | Learns new routines easily and fairly quickly. Readily adaptable to new tasks and changing conditions. | Quick to grasp new ideas and methods. Retains details very well. |
| Comments: _____ | | | | |

| COOPERATION | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
|--|---|--|--|---|
| Consider the extent to which the employee works effectively with fellow workers and supervisors and his attitude toward others with whom he has contact. | Often does not cooperate fully with others. | Cooperates satisfactorily with others. Is an adequate team worker. | Generally works well with others. Is cooperative and assists others. | Works very well with others. Fully cooperative and quick to volunteer to assist others. |
| Comments: _____ | | | | |
| JOB DUTIES | Enter major job duties and/or responsibilities and evaluate the employee's performance. | | | |
| | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
| 1. _____ Comments: _____ | | | | |
| | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
| 2. _____ Comments: _____ | | | | |

| JOB DUTIES | Enter major job duties and/or responsibilities and evaluate the employee's performance. | | | |
|---|---|--|-------------------------------|-----------------------------------|
| | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
| 3. _____ _____ Comments: _____ _____ | | | | |
| | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
| 4. _____ _____ Comments: _____ _____ | | | | |
| | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
| 5. _____ _____ Comments: _____ _____ | | | | |
| | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Good | <input type="checkbox"/> Superior |
| 6. _____ _____ Comments: _____ _____ | | | | |

OVERALL EVALUATION:☐ **Unsatisfactory**☐ **Needs Improvement**☐ **Good**☐ **Superior****GENERAL COMMENTS:**

1. Summarize specific areas of achievement, or lack of, which support the overall rating.

2. List specific goals or objectives for the next year.

3. Suggest how the performance of the employee can be improved or made more effective.

4. Additional Comments:

Employee Comments:**Supervisor Signature:** _____ **Date:** _____**Employee Signature:** _____ **Date:** _____