

**Catholic Diocese of Saginaw  
EMPLOYEE PERFORMANCE REVIEW  
ADMINISTRATIVE STAFF**

**Employee Name** \_\_\_\_\_

**Date of Annual Review** \_\_\_\_\_

**Position/Department** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**4= Far Exceeds; 3=Exceeds; 2= New/Achieves; 1= Does Not Meet**

**Knowledge of job:** Consider how well the employee has come to understand the scope and responsibilities of the job.

**4 3 2 1**

**COMMENTS:**

**Technical/Professional Job Skills:** Consider how well the employee demonstrates job-related know-how, skills and abilities in achieving objectives.

**4 3 2 1**

**COMMENTS:**

**Initiative:** Consider how well the employee demonstrates a willingness to take on or expand job related functions, responsibilities or knowledge.

**4 3 2 1**

**COMMENTS:**

**Planning and Organizing:** Consider how well The employee sets precise, measurable goals; sets priorities; organizes and coordinates work projects effectively, anticipates events and has contingency plans, organizes and uses own/others time effectively.

**4 3 2 1**

**COMMENTS:**

**Problem Solving and Decision Making:** Consider how well the employee analyzes and evaluates circumstances; arrives at sound and logical conclusions, develops effective solutions and makes timely, fact-based decisions.

**4 3 2 1**

**COMMENTS:**

**Use and Control of Resources:** Consider how well the employee establishes sound controls; follows up

**4 3 2 1**

**COMMENTS:**

on projects and uses resources for maximum effect.

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4= Far Exceeds; 3=Exceeds; 2= New/Achieves; 1= Does Not Meet

**Interpersonal Relations/Leadership:** Consider how well the employee develops/contributes to supportive work environment and morale; develops new methods; assumes leadership role; is flexible to change; maintains objectivity and confidentiality; presents professional image and displays patience and tact.

4 3 2 1

COMMENTS:

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**Supervisory Skills:** Consider how well the employee has the ability to motivate, set goals and obtain results; monitors subordinates' performance, providing motivation and feedback as appropriate; promotes the Church and its goals to employees.

4 3 2 1

COMMENTS:

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**Other specific requirement applicable for this particular job.** \_\_\_\_\_

4 3 2 1

COMMENTS:

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**Improvement Needs:** Consider what significant gaps in knowledge or experience, in skill development or behavior are affecting employee's ability to perform well. What steps or aids need to be available for any improvement?

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**I certify that this evaluation was reviewed with me by my supervisor. I understand that my signature does not necessarily mean that I agree with the evaluation.**

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**GOALS AND OBJECTIVES:** (The following should emerge from the needs of the office, areas designated on the performance review as needing improvement and/or the employee's growth in the position. Additional goals and objectives can be listed on the back of this sheet.)

1. **GOAL:** \_\_\_\_\_  
Objective: \_\_\_\_\_  
Objective: \_\_\_\_\_  
Objective: \_\_\_\_\_

2. **GOAL:** \_\_\_\_\_  
Objective: \_\_\_\_\_  
Objective: \_\_\_\_\_  
Objective: \_\_\_\_\_

3. **GOAL:** \_\_\_\_\_  
Objective: \_\_\_\_\_  
Objective: \_\_\_\_\_  
Objective: \_\_\_\_\_

**OVERALL COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

