



**Catholic Diocese of Saginaw
PERFORMANCE EVALUATION**

NAME: _____ **JOB TITLE:** _____

EVALUATION COMPLETED BY: _____

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 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 to meet expected standards. The evaluation provides a special occasion for the employee and the supervisor to reach or renew their mutual understanding of the objectives for the specific ministry, and the employee's role -- work standards can be clarified, training needs discussed, or effects of changes in the work noted.

Rating Factors

Very Good:	V	Performance is beyond normal requirements and competence.
Satisfactory:	S	Fulfills the normal job requirements with some strong points.
Improvement Needed:	I	Performance is below job requirements, but improvement is anticipated.
Unsatisfactory:	U	Job performance level shows a significant limitation that must be improved substantially to be acceptable.
Not Observed:	N	No opportunity to observe.

**EACH CATEGORY HAS BEEN CONSIDERED SEPARATELY AND INDEPENDENTLY.
RATING BASED ON OBSERVABLE AND PROVEN PERFORMANCE.**

ADAPTABILITY:

V S I U N

Ability to adapt to changes in requirements of service/ministry and changes in procedures and methods of operation.

Comments:

JOB KNOWLEDGE:

V S I U N

Understanding of objectives, duties and responsibilities gained through education, training and experience.

Comments:

JUDGEMENT:

V S I U N

Ability to set priorities, manage time, make effective recommendations and decisions.

Comments:

QUALITY OF WORK:

V S I U N

Effectiveness of results, thoroughness, usability and dependability of results.

Comments:

QUANTITY OF WORK:

V S I U N

Consider achievements resulting from personal effort, speed with which assignments are completed.

Comments:

ATTENDANCE AND PUNCTUALITY:

V S I U N

Absenteeism, tardiness, attendance to appointments and work schedule.

Comments:

DEPENDABILITY:

V S I U N

Judgment demonstrated, instructions followed, commitments met.

Comments:

EFFECTIVENESS IN WORKING WITH OTHERS:

V S I U N

Ability and willingness to cooperate with supervisors, co-workers and others; follow directions and rules, accept constructive criticism and exhibit good judgment.

Comments:

INITIATIVE:

V S I U N

Ability to be self-starting, efficient, resourceful and creative toward service/ministry objectives, duties and responsibilities.

Comments:
