



DIOCESE OF  
FORT WAYNE-SOUTH BEND

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## PERFORMANCE EVALUATION

Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_

Review Period Start: \_\_\_\_\_

Review Period End: \_\_\_\_\_

Reviewer: \_\_\_\_\_

### Performance Levels:

**Unsatisfactory**- Performance consistently fails to meet the minimum requirements or expectations for the position

**Inconsistent**- Performance meets some, but not all, of the requirements or expectations for the position

**Proficient**- Performance is consistent with the requirements or expectations for the position

**Highly Effective**- Performance frequently exceeds requirements/expectations

**Outstanding**- Performance is superior and significantly exceeds requirements/expectations

### Competencies:

**Job Knowledge:** How well does the employee's knowledge of what is required to perform in the position compare to what is outlined in the Job Description?

**Performance level:** \_\_\_\_\_

**Comments:**

**Quality:** What is the quality of the employee's overall output in terms of accuracy, thoroughness, clarity, timeliness and responsiveness?

**Performance level:** \_\_\_\_\_

**Comments:**

**Innovation/Problem Solving:** How creative and effective is the employee in solving complex work issues, identifying problems and finding and/or recommending solutions? How effective is the employee at making timely and informed decisions required of their position?

**Performance level:** \_\_\_\_\_

**Comments:**

**Planning and Organization:** How well does the employee plan, organize, prioritize and create a positive flow of work, meet deadlines and prepare themselves when required?

**Performance level:** \_\_\_\_\_

**Comments:**

**Communications/Teamwork:** How well does the employee communicate both verbally and in writing, and understand the communication responsibilities of their position? How well does the employee work with other employees?

**Performance level:** \_\_\_\_\_

**Comments:**

**Catholic Values:** Is the employee dedicated to the mission of the Catholic Church and do they conduct themselves in a respectful way to all Clergy, Diocesan staff, and Visitors?

**Performance level:** \_\_\_\_\_

**Comments:**

**Work Ethic:** How committed is the employee in obtaining a thorough understanding of their position and achieving superior performance. Do they focus on the job, avoid inappropriate socialization and gossip, and maintain a dedication to the mission of their position? Is work completed in a timely fashion? Are they dependable?

**Performance level:** \_\_\_\_\_

**Comments:**

**Productivity:** How productive is the employee; are all the job duties and responsibilities assigned met? Are they focused and do they add value to the organization? Do they establish and achieve goals, meet deadlines, and follow through on commitments?

**Performance level:** \_\_\_\_\_

**Comments:**

**Performance Goals:** List and briefly describe two performance goals that should be strived for over the next year.

Goal 1:

Plan for Personal and Professional Development has been created:  Yes  No

Goal 2:

Plan for Personal and Professional Development has been created:  Yes  No

**Summary Evaluation:** Evaluate the employee's overall level of performance, taking all of the preceding competencies into consideration.

Overall Level of Performance: \_\_\_\_\_

**Plans for Personal Improvement:** Highlight plans for improvement based upon the areas determined to be in need of improvement as a result of the preceding Performance Review.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECRETARIAT'S SIGNATURE

\_\_\_\_\_  
DATE

**Employee's Comments (optional):**