



Employee Annual Performance Review

Name: _____ **Location:** _____
Date of Hire: _____ **Job Title:** _____
Supervisor: _____ **Job Title:** _____

This performance review form is designed to facilitate a candid and objective conversation between employee and their supervisor to discuss work performance, identify areas of strength and weakness, provide direction for growth and improvement and reach a mutual understanding between the employee and supervisor about goals and expectations for future performance, responsibilities and expectations. The supervisor is to evaluate the employee in terms of fit for the position as well as assess the potential for the employee's future success in the role.

Performance Rating Scale:

Meets Expectations: Work performance consistently meets job expectations
Needs Improvement: Work performance meets some, but not all, job expectations

	Comments Please provide examples and explain ratings, especially ratings of Needs Improvement
Job Knowledge: Demonstrates organizational, technical, and specialized knowledge required for his/her position. <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement	
Organization Skills: Is able to establish appropriate priorities, organizes and coordinates work/projects effectively. <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement	
Judgment/Decision Making: Effectively analyzes problems, advises supervisor of current or anticipated problems. Recommends appropriate solutions and exhibits timely and decisive action. <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement	
Initiative: Seeks and assumes greater responsibility. Is able to apply job knowledge to recommend new procedures, and/or seek creative solutions to problems. <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement	
Quality of work: Completes assignments with accuracy and thoroughness. <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement	
Quantity of work: Is able to manage several responsibilities simultaneously. Achieves expected results. <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement	

	Comments Please provide examples and explain ratings, especially ratings of Needs Improvement
<p>Integrity: Represents self and situations honestly, understands and maintains confidentiality.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement</p>	
<p>Core Values: Treats others with Christian dignity and respect, demonstrates commitment to community and collaboration with co-workers and all whom they serve.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement</p>	
<p>Dependability: Completes work in a timely manner and meets deadlines. Follows through on plans and assignments.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement</p>	
<p>Interpersonal skills: Works well with others inside and outside the organization; in a professional and collaborative manner. Receptive to differing ideas.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement</p>	
<p>Flexibility: Adapts to change. Accepts new ideas and approaches to work. Responds appropriately to criticism and suggestions for work improvement.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement</p>	
<p>Reliability: Does not have unexplained or unexcused absences or tardiness; does not leave early or exceed allowed lunch or rest periods; demonstrates commitment to the job.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement</p>	
<p>Appearance: Adheres to dress code, is professional, neat and clean in appearance, grooming and hygiene.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement</p>	

PASTORAL VALUES: Indicate below, examples of how employee demonstrates or needs to better demonstrate adherence to Archdiocese pastoral values which are: Service, Stewardship, Communication, and Excellence.

STRENGTHS:

WEAKNESSES:

OVERALL PERFORMANCE: Meets Expectations Needs Improvement

GOAL EVALUATION FOR PREVIOUS REVIEW PERIOD

Goals from previous review period: Evaluate how effectively goals were achieved. Which goals were achieved well? Which goals, if any, were not achieved at established level? What factors affected goal achievement.

Goal 1	Met (Y/N)	Reason(s) for not meeting goals
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Goal 2

Goal 3

Additional Goals:

GOALS AND TRAINING PLAN FOR NEXT REVIEW PERIOD

Please identify three specific goals to be achieved, including expected outcomes and timelines/deadlines for completion/meeting goals. Indicate any action to be taken by the supervisor in assisting the employee in achieving these goals. Additional goals may also be noted.

Goal 1	Expected Outcome	To be completed by
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Goal 2

Goal 3

Additional Goals:

Development/Training Plan for next review period.

(Identify any general areas for development and training, specific courses, seminars or other actions to be taken and timelines/deadlines for completing the development/training plan.)

Development/Training Needs

Course of Action

To be completed by

EMPLOYEE COMMENTS: Employee may use this space to comment on review.

My signature acknowledges that the contents of this review have been discussed with me; it does not imply agreement or disagreement.

Employee Signature

Date

Supervisor Signature

Date

Sr. Director/Person in Charge Signature

Date

3/2017