

EXEMPT EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE INFORMATION

NAME:

JOB TITLE:

SUPERVISOR:

PERIOD OF REVIEW:

PARISH, SCHOOL OR AGENCY:

REVIEW DATE:

Have any functions of the position changed since the last review? YES NO
(If yes, please attach a revised job description with signature of employee and supervisor.)

Employee Self-Assessment

How Long Have You Been Employed at our Parish?

Is this a Part-Time or a Full-Time Position? Full-Time Part-Time

Are You Content With Your Present Position of Employment?

COMMENTS:

What are your major strengths?

COMMENTS:

What do you consider to be your weaknesses?

COMMENTS:

What Do You Like the Most About Your Job?

COMMENTS:

What Would Make Your Present Employment More Enjoyable?

COMMENTS:

Are You A Team Player? Yes No

Do You Consider Yourself to be More:

1. a Leader or 2. a Follower

Do You Anticipate Any Changes in Regards to Your Present Place of Employment? (retirement, pursuit of another career, other, etc).

Please, elaborate:

Please, Specify Your GOALS/OBJECTIVES FOR the Upcoming Year

GOAL 1:

OBJECTIVE:

How achievement of objective will be measured:

Target date for completion:

Exceeded *Fulfilled* *Partially Fulfilled* *Not Fulfilled*

COMMENTS:

GOAL 2:

OBJECTIVE:

How achievement of objective will be measured:

Target date for completion:

Exceeded *Fulfilled* *Partially Fulfilled* *Not Fulfilled*

COMMENTS:

Special Help and Assistance

Are You Presently in Need of a Special Attention or Help?

Yes

No

If You Answered Yes, Please, Specify:

KEY

Exceeds Expectations: Often exceeds expectations, fully competent, no deficiencies in important responsibilities.

Meets Expectations: Meets the requirements of the job consistently; may exceed them on occasion.

Improvement Desired: Satisfies some job requirements, but does not consistently meet expectations in some major job areas.

Improvement Essential: Routinely fails to meet standards and expectations.

EMPLOYEE PERFORMANCE IN KEY AREAS

INITIATIVE & FLEXIBILITY: Tackles problems; seeks out new ways of doing things; generates new ideas; accepts new responsibilities as needed; handles pressure and uncertainty; adjusts priorities to meet changing needs.

Comments:

Exceeds Expectations

Meets Expectations

Improvement Desired

Improvement Essential

COMMUNICATION: *Communicates well verbally and in writing; communication is accurate and effective; shares information and ideas; has good listening skills.*

Comments:

Exceeds Expectations Meets Expectations Improvement Desired Improvement Essential

JOB KNOWLEDGE: *Understands duties and responsibilities; possesses required skills and knowledge; understands and promotes the Roman Catholic mission of values; keeps current with new developments.*

Comments:

Exceeds Expectations Meets Expectations Improvement Desired Improvement Essential

ORGANIZATION & PLANNING: *Keeps information organized and accessible; maintains clean and functional work space; prioritizes tasks and manages work flow; manages time well; balances short and long term goals; creates contingency plans; coordinates and cooperates with others.*

Comments:

Exceeds Expectations Meets Expectations Improvement Desired Improvement Essential

PRODUCTIVITY: *Manages expected workload; can demonstrate verifiable results for position.*

Comments:

Exceeds Expectations *Meets Expectations* *Improvement Desired* *Improvement Essential*

SUMMARY

When providing comments, consider employee's overall achievement of results against objectives, key issues from the above sections, and strengths vs. potential improvements.

Comments:

Exceeds Expectations *Meets Expectations* *Improvement Desired* *Improvement Essential*

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE