



**DIOCESE OF MANCHESTER**  
**PERFORMANCE EVALUATION FOR EXEMPT POSITION**

Employee:

Position:

Supervisor:

Review Period From:      To:

Date of Hire:

Tenure in Current Position:

**Performance Ratings:**

**1 – Outstanding performance on a consistent basis. Serves as a role model for other employees.**

**2 – Consistently exceeds performance expectations. Regularly goes beyond what is required.**

**3 – Consistently meets performance requirements. Solid overall performance.**

**4 – Needs improvement. Performance is not at acceptable level.**

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**Performance Evaluation Areas**

**1. Position Knowledge:**

Knows all requirements of the position. Keeps current on changes in his/her field and works to expand skills and expertise.

Supervisor's Comments:

Performance Rating:

**2. Planning & Organizing:**

Budgets time, money and other resources effectively. Monitors performance against budget and makes adjustments accordingly to achieve results. Establishes priorities, works with staff and colleagues to achieve results on time.

Supervisor's Comments:

Performance Rating:

**3. Quality of Work:**

Produces high quality of work efficiently. Work product is thorough and supports goals of position/department. Demonstrates effective written and oral communications skills.

Supervisor's Comments:

Performance Rating:

**4. Dependability & Initiative**

Follows through on commitments. Takes responsibility for meeting goals. Takes initiative and uses good judgment.

Supervisor's Comments:

Performance Rating:

**5. Teamwork:**

Influences others to work in a positive, productive and cooperative manner to achieve results. Responds well to changing priorities, schedules, workloads and new approaches. Demonstrates courteous, professional behavior at all times. Looks for opportunities for improvement.

Supervisor's Comments:

Performance Rating:

**6. Leadership/Supervisory Skills:**

Leads by example. Listens effectively. Provides timely and effective feedback. Creates a positive work environment. Coaches staff for effective performance. Accountable for staff performance.

Supervisor's Comments:

Performance Rating:

**7. Supports Mission of Diocese:**

Understands the Mission of the Diocese. Understands his/her position in supporting that Mission. Demonstrates the value of service to co-workers, superiors, visitors, church members.

Supervisor's Comments:

Performance Rating:

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Next Level Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Employee acknowledges that signature indicates only that he/she has received a copy of this evaluation. Signature does not necessarily acknowledge agreement with the contents of the evaluation. The Employee may provide separate comments that will be included in his/her personnel file.

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**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?

## **GOALS AND TRAINING PLAN FOR NEXT REVIEW PERIOD**

Please identify three specific goals to be achieved, including outcomes and timelines. 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:

Goal 2:

Goal 3:

Any Additional Goals:

**Development/Training Plan for next review period. (Identify any general areas for training and development, or specific courses or seminars to be taken.)**