



DIOCESE OF MANCHESTER
PERFORMANCE EVALUATION FOR NON-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 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.

Performance Evaluation Areas

1. Position Knowledge

Knows all requirements of the position. Skills are demonstrated at acceptable level. Identifies new skills required and takes steps to learn them.

Supervisor's Comments:

Performance Rating:

2. Dependability

Follows through on commitments. Takes responsibility for completing work on time. Complies with policies, including attendance and tardiness. Takes initiative where appropriate. Uses good judgment.

Supervisor's Comments:

Performance Rating:

3. Quality of Work

Work is accurate and thorough. Requires little direction. Gets work done correctly the first time. Little re-work required.

Supervisor's Comments:

Performance Rating:

4. Planning & Organizing

Makes effective use of time and material resources. Produces acceptable quality of work on a consistent basis. Makes good use of others' time.

Supervisor's Comments:

Performance Rating:

5. Teamwork

Is adaptable and flexible. Responds well to changing priorities, schedules, workloads and new approaches. Volunteers to help others. Demonstrates courteous and professional behavior at all times. Looks for opportunities for improvement.

Supervisor's Comments:

Performance Rating:

6. Supports the Mission of the Diocese

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

Supervisor's Comments:

Performance Rating:

Overall Performance Rating:

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.

Development and Training Plan for Next Review Period

Note: Goals should be specific, with timelines and action plans to meet goals. Goal statements should include actions on the part of the supervisor to assist the employee in meeting goals.

Goals for Next Review Period

Skill Improvement Goals: (Examples: time management, computer skills, organization skills, writing skills, etc.)

Additional Goals: (Please enumerate specific goals and action plans.)

Training areas recommended for next review period: (Identify general area of training or a specific course or seminar.)