



# DIOCESE OF YAKIMA PERFORMANCE EVALUATION

The objectives of the evaluation include:

- Promote communication between the supervisor and employee
- Provide a record of employee professional growth
- Identify training needs
- Assess performance since the employee's last evaluation
- Recognize employee strengths and contributions

**Prior to the evaluation conference, both employee and supervisor separately complete a working copy of this form. The job description and other relevant data should be reviewed as a basis for the conference. After the conference, the supervisor will complete a final copy and obtain signatures.**

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Review type: Annual \_\_\_\_\_ Probationary \_\_\_\_\_ Special (explain) \_\_\_\_\_

<p>O- Outstanding  AA – Above Average  A – Average  N – Needs Improvement  U – Unsatisfactory  N/A – Not Applicable</p>	<p>Describe employee's performance, strengths, and weaknesses under each factor. Give examples of work done well and plans for improving performance. All ratings must be substantiated by narrative comments with are related to the job description and job performance.</p>
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### Evaluation Area Comments and Rating

**Quantity of Work** (Consider the quantity of work turned out and the promptness with which it is completed)

Rating: \_\_\_\_\_

**Quality of Work** (Consider the ability and accuracy of work produced, meeting standards, neatness)

Rating: \_\_\_\_\_

**Knowledge of the Job** (Consider basic knowledge and job resources necessary to do the job)

Rating: \_\_\_\_\_

**Dependability** (Consider amount of supervision required, punctuality and attendance)

Rating: \_\_\_\_\_

**Teamwork** (Consider willingness and cooperativeness with co-workers and supervisors, ability to accept constructive criticism)

Rating: \_\_\_\_\_

**Customer Service** (Consider the demeanor used in dealings with parishioners, co-workers and supervisors)

Rating: \_\_\_\_\_

**Initiative** (Consider the degree to which the employee searches out new tasks and expands abilities professionally and personally)

Rating: \_\_\_\_\_

**Ecclesial Ministry** (if Applicable – Consider the manner in which the employee represents the Bishop in furthering the mission of the Diocese)

Rating: \_\_\_\_\_

**Recommendations for improvement/development**

**Supervisor Comments**

**Overall Rating:** \_\_\_\_\_

**Employee Comments** (Employees are free to record additional comments to the ratings made by the supervisor on the performance evaluation. These comments are to be recorded in the final version and included as part of the employee's permanent personnel file).

I have received a copy of this evaluation and it has been discussed with me.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Chief of Staff signature \_\_\_\_\_ Date \_\_\_\_\_