

**ARCHDIOCESE OF SEATTLE
PERFORMANCE EVALUATION & DEVELOPMENT PLAN**

Employee's Name:

Date of this Evaluation:

Office/Agency:

Job Title:

Time in Present Position:

Evaluation Supervisor:

I. JOB RESPONSIBILITIES (Copy and paste from the employee's job description)

JOB RESPONSIBILITY #1:

Comments: Does the employee meet the expectations of this responsibility?

JOB RESPONSIBILITY #2:

Comments: Does the employee meet the expectations of this responsibility?

JOB RESPONSIBILITY #3:

Comments: Does the employee meet the expectations of this responsibility?

JOB RESPONSIBILITY #4:

Comments: Does the employee meet the expectations of this responsibility?

JOB RESPONSIBILITY #5:

Comments: Does the employee meet the expectations of this responsibility?

JOB RESPONSIBILITY #6:

Comments: Does the employee meet the expectations of this responsibility?

JOB RESPONSIBILITY #7:

Comments: Does the employee meet the expectations of this responsibility?

JOB RESPONSIBILITY #8:

Comments: Does the employee meet the expectations of this responsibility?

II. EVALUATION OF TRAITS NECESSARY FOR SUCCESSFUL JOB PERFORMANCE

Consider the employee's demonstrated performance thus far in the job. Rate his/her performance by selecting from the drop down list.

A. ATTENDANCE AND PUNCTUALITY: Employee reports for work on time, provides advance notice of need for absence.

Rating:

COMMENTS:

B. QUALITY & QUANTITY OF WORK: Employee work is completed accurately (few or no errors), effectively and within deadlines and with minimal supervision. Employee is able to produce an amount/volume of work necessary to meet needs of the office/department.

Rating:

COMMENTS:

C. **JUDGMENT/DECISION MAKING:** Employee makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving.

Rating:

COMMENTS:

D. **INITIATIVE & FLEXIBILITY:** Employee demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes.

Rating:

COMMENTS:

E. **RELIABILITY/DEPENDABILITY:** Employee consistently performs at a high level; manages time and workload effectively to meet responsibilities.

Rating:

COMMENTS:

F. **COOPERATION & TEAMWORK:** Employee is respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals.

Rating:

COMMENTS:

G. **COMMUNICATION SKILLS:** Written and oral communications are clear, organized and effective; listens and corresponds well.

Rating:

COMMENTS:

III. HIGHLIGHTS/ACCOMPLISHMENTS OF EMPLOYEE'S PERFORMANCE

IV. CONCERNS/AREA FOR IMPROVEMENT OF EMPLOYEE'S PERFORMANCE

V. DEVELOPMENT PLAN

Evaluator: Initial here to confirm that the job description has been reviewed and updated as necessary _____

VI. EMPLOYEE DISAGREEMENT

VII. EMPLOYEE COMMENTS

does not indicate that I necessarily agree with his/her observations and comments.

Employee Signature

Date

Evaluation Supervisor

Date

Evaluator's Supervisor

Date

Human Resources

Date