

# INITIAL EMPLOYMENT PERIOD EMPLOYEE EVALUATION

## Archdiocese of Seattle

Employee Name:

Position:

Evaluator Name:

Date in this Position:

Original Hire Date:

Type of Evaluation:

Date of Evaluation:

The future success of the Archdiocese of Seattle requires that only those employees that meet and exceed expectations be granted regular employment status. Therefore, please give your professional judgment as to whether the above individual meets the expectations for his/her position.

Please evaluate the employee on the following performance factors and be as job-related and specific as possible:

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

**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.

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

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

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

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

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

PERFORMANCE RATING:

What is going well?

What needs to improve?

Other comments by Evaluator:

Employee comments:

For six month evaluations:

During the six month initial employment period, has the employee sufficiently proven that he/she is a good fit?

Do you believe the initial employment period should be extended for an additional 30-90 days? If yes, please attach written documentation to this evaluation and contact Human Resources.

_____ Evaluator	_____ Date
_____ Evaluator's Supervisor	_____ Date
_____ Employee	_____ Date
_____ Human Resources	_____ Date