

Catholic Diocese of Raleigh	Annual Performance Review
EMPLOYEE INFORMATION	
EMPLOYEE NAME	JOB TITLE
SUPERVISOR/MANAGER	PERIOD COVERED BY THIS APPRAISAL
TYPE OF REVIEW Annual	REVIEW DATE
SIGNATURE OF REVIEWING MANAGER	DIRECTOR SIGNATURE
EMPLOYEE SIGNATURE	HR SIGNATURE

The Catholic Diocese of Raleigh’s performance appraisal process has three fundamental objectives:

- To assess and measure individual performance on the job
- To identify opportunities for improvement
- To provide a forum for open and constructive communication

Optimal job performance requires a clear understanding of what work is to be performed, desired outcomes, and how well the work is completed. The performance appraisal process ensures that employee and manager expectations are aligned. Through this process, the employee and manager can find opportunities to work together to improve job performance and grow professionally within the organization.

The performance appraisal includes three components:

1. **Employee Performance in Key Areas** focuses on measuring performance related to competencies important for successful job performance. This section asks for an evaluation of each competency by your manager.
2. **Performance Summary** asks managers to summarize performance including key strengths and areas for improvement.
3. **Performance Development Plan** is used by you and your manager to establish developmental areas of growth or educational goals for the upcoming year.

EMPLOYEE PERFORMANCE IN KEY AREAS

Use this section to describe employee performance in specific work areas. In the space provided, mark the appropriate rating with an "x". Describe behaviors and contributions to support your assessment in the comment sections. Be as specific as possible.

DESCRIPTION

Clearly Superior. Consistently exceeds expectations for this category. Well above what is expected for the position.

Fully Successful. Totally competent performance. Consistently meets and may sometimes exceed this performance standard.

Somewhat Successful. Sometimes meets the performance standard. Seldom exceeds and may at times fall short of desired results. More skill/experience/effort/time in job required to attain fully successful performance.

Unsuccessful. Fails to meet minimum levels of performance. A serious deficiency.

Job Knowledge:

- Understands job duties and responsibilities
- Has necessary job skills and knowledge
- Has technical skills and knowledge
- Keeps current with new developments in field

Rating:

- Unsuccessful
- Somewhat Successful
- Fully Successful
- Clearly Superior

Detailed comments including specific examples of successes, and areas and ways to improve:

<p>Communication:</p> <ul style="list-style-type: none"> • Communicates top priorities • Demonstrates commitment to top priorities • Sends consistent messages on expected behaviors and values • Sends consistent messages on work direction • Models desired behaviors • Effectively presents information in a way that is clear, concise, and understandable in either written or verbal form. • Expresses ideas effectively in group situations, adjusting to audience requirements • Demonstrates good listening skills • Interacts professionally 	<p><i>Rating:</i></p> <p><input type="checkbox"/> Unsuccessful</p> <p><input type="checkbox"/> Somewhat Successful</p> <p><input type="checkbox"/> Fully Successful</p> <p><input type="checkbox"/> Clearly Superior</p>
<p><i>Detailed comments including specific examples of successes, and areas and ways to improve:</i></p>	

<p>Decision Making / Judgment:</p> <ul style="list-style-type: none"> • Selects optimal solutions to problems • Considers relevant alternatives before making decisions • Makes recommendations and decisions in a timely manner • Supports recommendations with factual information • Shows consideration for resources, constraints and organizational goals 	<p><i>Rating:</i></p> <p><input type="checkbox"/> Unsuccessful</p> <p><input type="checkbox"/> Somewhat Successful</p> <p><input type="checkbox"/> Fully Successful</p> <p><input type="checkbox"/> Clearly Superior</p>
<p><i>Detailed comments including specific examples of successes, and areas and ways to improve:</i></p>	

<p>Service to External Groups (Parishes, Schools, Committees, Parishioners):</p> <ul style="list-style-type: none"> • Listens well and responds appropriately • Understands and anticipates needs • Prioritizes satisfaction 	<p><i>Rating:</i></p> <p><input type="checkbox"/> Unsuccessful</p> <p><input type="checkbox"/> Somewhat Successful</p> <p><input type="checkbox"/> Fully Successful</p> <p><input type="checkbox"/> Clearly Superior</p>
<p><i>Detailed comments including specific examples of successes, and areas and ways to improve:</i></p>	

<p>Quality:</p> <ul style="list-style-type: none"> • Consistent, accurate and thorough • Learns from mistakes • Sets high standards for self and others to follow • Meets individual, team, and organization related objectives • Consistently achieves a high level of quality 	<p><i>Rating:</i></p> <p><input type="checkbox"/> Unsuccessful</p> <p><input type="checkbox"/> Somewhat Successful</p> <p><input type="checkbox"/> Fully Successful</p> <p><input type="checkbox"/> Clearly Superior</p>
<p><i>Detailed comments including specific examples of successes, and areas and ways to improve:</i></p>	

<p>Results Driven:</p> <ul style="list-style-type: none"> • Targets and achieves results • Sets challenging goals • Prioritizes tasks • Aligns plans with organizational goals • Overcomes obstacles • Coordinates goals with others 	<p><i>Rating:</i></p> <p><input type="checkbox"/> Unsuccessful</p> <p><input type="checkbox"/> Somewhat Successful</p> <p><input type="checkbox"/> Fully Successful</p> <p><input type="checkbox"/> Clearly Superior</p>
<p><i>Detailed comments including specific examples of successes, and areas and ways to improve:</i></p>	

<p>Teamwork:</p> <ul style="list-style-type: none"> • Contributes to team projects • Attempts to maintain and build team environment • Works effectively within the work team • Develops positive working relationships • Seeks ideas and feedback from others before taking action • Gains the respect and confidence of others • Supports group and organization strategies and objectives • Supports others when needed; within group and cross-functionally 	<p><i>Rating:</i></p> <p><input type="checkbox"/> Unsuccessful</p> <p><input type="checkbox"/> Somewhat Successful</p> <p><input type="checkbox"/> Fully Successful</p> <p><input type="checkbox"/> Clearly Superior</p>
<p><i>Detailed comments including specific examples of successes, and areas and ways to improve:</i></p>	

<p>Adaptability / Flexibility:</p> <ul style="list-style-type: none"> • Adapts to change quickly and independently • Attempts new approaches • Is open to new ideas • Suggests improvements 	<p><i>Rating:</i></p> <p><input type="checkbox"/> Unsuccessful</p> <p><input type="checkbox"/> Somewhat Successful</p> <p><input type="checkbox"/> Fully Successful</p> <p><input type="checkbox"/> Clearly Superior</p>
<p><i>Detailed comments including specific examples of successes, and areas and ways to improve:</i></p>	

<p>Managing Performance:</p> <ul style="list-style-type: none"> • Defines position requirements and hires competent employees • Sets aggressive but achievable objectives for staff • Applies clear/consistent performance standards • Identifies and corrects performance problems • Provides guidance and assistance to improve performance • Gives effective feedback; gives fact-based positive recognition • Supports the development efforts of others • Provides opportunities for staff to expand their skills 	<p><i>Rating:</i></p> <p><input type="checkbox"/> Unsuccessful</p> <p><input type="checkbox"/> Somewhat Successful</p> <p><input type="checkbox"/> Fully Successful</p> <p><input type="checkbox"/> Clearly Superior</p>
<p><i>Detailed comments including specific examples of successes, and areas and ways to improve:</i></p>	

<p>Leadership:</p> <ul style="list-style-type: none"> • Believes in the organization's vision and commits to taking personal responsibility for sharing in its achievement • Embraces the need for continuous change and improvement to ensure the success of the mission • Influences effectively • Sets group goals in alignment with the organization's strategic goals • Delegates effectively • Leads by example • Rewards contributions • Motivates and encourages others • Accepts accountability • Proactive in meeting future requirements 	<p><i>Rating:</i></p> <p><input type="checkbox"/> Unsuccessful</p> <p><input type="checkbox"/> Somewhat Successful</p> <p><input type="checkbox"/> Fully Successful</p> <p><input type="checkbox"/> Clearly Superior</p>
<p><i>Detailed comments including specific examples of successes, and areas and ways to improve:</i></p>	

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PERFORMANCE SUMMARY

When providing comments, consider the employee's performance against objectives, key issues from the Employee Performance section above, and strengths/potential areas for improvement.

Comments:

PERFORMANCE DEVELOPMENT PLAN

The Performance Development Plan should address areas needing improvement as identified under the individual competencies, as well as skills which would foster growth and development to prepare for future opportunities. Any competency rated below "Fully Successful" must be included in this Development Plan. List expected performance or development goals, detailed actions planned, and realistic, specific timetables.

Keep a copy of this page to review progress throughout the timeframe outlined.

Expected Performance / Developmental Goals	Actions Planned	Outcome Measures	Timetable Start/Expected Finish

EMPLOYEE COMMENTS

Use the following space to make any comments regarding the above performance evaluation. If additional space is needed, please use the back of the form or attach an additional page.

Employee's Signature _____

Manager's Signature _____