



DIOCESE OF  
FORT WAYNE SOUTH BEND

915 S. Clinton Street, Fort Wayne, IN 46802 | Phone: 260-422-4611 | Fax: 260-969-9140

## PERFORMANCE EVALUATION

**Staff Member:**

**Evaluator:**

**Date:**

### Levels of Performance

**5= Outstanding 4 = Highly Effective 3 = Proficient 2 = Inconsistent 1 = Unsatisfactory**

**5 = Outstanding** Performance is superior and significantly exceeds requirements/expectations.

**4 = Highly Effective** Performance frequently exceeds requirements/expectations.

**3 = Proficient** Performance is consistent with the requirements or expectations for the position.

**2 = Inconsistent** Performance meets some, but not all, of the requirements or expectations for the position.

**1 = Unsatisfactory** Performance consistently fails to meet the minimum requirements or expectations for the position

### 1. Knowledge, Quality and Initiative – Average Level of Performance

	Knowledge and understanding of job requirements match those of the job description.
	Produces quality work
	Maintains accurate records
	Pursues professional growth, learns new skills, and shares knowledge with others
	Takes initiative
	Develops relationships with other dioceses and associations to enhance our work
	Work is completed in a timely manner
	Plans, organizes, prioritizes and creates a positive flow of work

### Comments:

Strength:

Area of Improvement:

## 2. Communication and Problem Solving – Average Level of Performance

	Listens well
	Communicates tactfully, courteously, patiently and effectively with others in the department.
	Communicates tactfully, courteously, patiently, and effectively with others outside the department.
	Is able to resolve problems.
	Seeks to exceed people's expectations.
	Establishes and maintains good rapport with all constituents.
	Is reliable, consistent, and fair.
	Exhibits good judgment and initiative in emergency situations.
	Makes appropriate and timely decisions that are required of the position
	Replies to emails and telephone calls promptly and professionally
	Avoids inappropriate socialization and workplace gossip

### Comments:

Strength:

Area of Improvement:

## 3. Team Building Skills – Average Level of Performance

	Works for the common good of the office in an organized, diligent, and reliable manner.
	Represents the diocese in a professional manner in all areas including communication, dress, and timeliness
	Provides constructive solutions to work problems or challenges
	Instills confidence with constituents (parish and school) that the department serves as a resource to their work
	Works well with co-workers
	Maintains confidentiality in work matters

### Comments:

Strength:

Area of Improvement:

**Additional area(s) of strength:**

**Additional area(s) for improvement:**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notes:**