

ARCHDIOCESE OF CINCINNATI

**NON-MANAGEMENT EVALUATION FORM
For Hourly & Professional Employees**

NAME: _____

DATE: _____

EVALUATOR: _____

Each employee is entitled to receive a written performance evaluation at least annually. The purpose of the evaluation session is to allow the employee and the supervisor to set goals for the future, evaluate the success with which previously set goals have been met, commend the employee for work well done, and help improve performance when necessary. The employee is encouraged to discuss the evaluation with the supervisor and will have an opportunity to make comments. At the end of the process the employee will be asked to sign the evaluation. The signature does not signify agreement with the evaluation, but simply denotes the fact that the employee has seen the evaluation and has had the opportunity to discuss it with the supervisor.

CRITERIA	Consistently exceeds expectations	Often exceeds expectations	Meets expectations	Sometimes fails to meet expectations	Usually fails to meet expectations	COMMENTS
QUALITY						
The ability to perform assignments accurately and conscientiously with over-all effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
KNOWLEDGE						
Has the knowledge necessary for the job, learns new assignments quickly. Understands basic principles and techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DEPENDABILITY						
Can be counted on to complete assignments. Does accurate work. Level of supervision required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

RELATIONSHIPS - INTERNAL

Sees the need to work effectively with coworkers and supervisor. Ability to get along using tact and diplomacy.

[Empty box for notes]

RELATIONSHIPS - PUBLIC

Communicates well with the public in person, on the phone, and via electronic communications.

[Empty box for notes]

ATTITUDE

Positive, cooperative and enthusiastic attitude. Handles constructive criticism.

[Empty box for notes]

INITIATIVE

Self-starter. Accepts responsibility without need for follow-up. Ability to act with minimal instructions.

[Empty box for notes]

ATTENDANCE/PUNCTUALITY

Attendance is reliable. Can be counted on. Shows maturity in promptness.

[Empty box for notes]

JUDGMENT

Sees what needs to be done. Weighs impact of actions in advance. Evaluates available facts to arrive at sound conclusions.

[Empty box for notes]

TIME MANAGEMENT

Plans work ensuring efficient use of time. Establishes priorities for accomplishing tasks.

[Empty box for notes]

GOALS

Goals completed up to standard.

[Empty box for notes]

OVERALL RATING SCORE: Check (✓) Appropriate

- Consistently exceeds expectations
- Often exceeds expectations
- Meets expectations
- Sometimes fails to meet expectations
- Usually fails to meet expectations (90 Day Review)

SUPERVISOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

LIST GOALS FOR NEXT YEAR AND RESOURCES NEEDED TO ACHIEVE GOALS.

Goals #1

Goals #2

Goals #3

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE