

ARCHDIOCESE OF CINCINNATI

**MANAGEMENT EVALUATION FORM
For Executive & Administrative Employees**

NAME: _____

DATE: _____

EVALUATOR: _____

LEVELS OF PERFORMANCE

- OUTSTANDING (O):** Awarded to those employees whose performance exceeds expectations with a day-to-day performance of "excellent," but also has made at least one significant, easily documented accomplishment with a performance so clearly outstanding as to be obvious to all.
- VERY EFFECTIVE (VE):** Performance exceeds expectations. Employee's day-to-day performance "excellent," but no outstanding contributions can be cited.
- EFFECTIVE (E):** Performance completely satisfactory and sufficient in every respect; is fully competent as a professional. May have occasional performances that exceed expectation, but not with enough regularity to merit the VERY EFFECTIVE rating.
- USUALLY EFFECTIVE (UE):** Results not yet completely meeting requirements of all objectives. Results fall somewhat below expected level of accomplishment; areas needing improvement must be addressed through the development of a measurable action plan. Appropriate training and support should be provided.
- NOT EFFECTIVE (NE):** Unacceptable performance. The employee has been made aware of shortcomings.
- NOT APPLICABLE (N/A):** Mark N/A if indicator of performance does not fall within the scope of evaluatee responsibilities.

*** If rating is outstanding or not effective, please justify with specifics in comment section.**

I. EFFECTIVE ORGANIZATIONAL LEADERSHIP

	O	VE	E	UE	NE	N/A
A. Creates and maintains an open, trusting, and safe environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Demonstrates communication skills that are clear, direct and responsive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Demonstrates effective decision-making skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Uses a variety of techniques in problem solving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Manages conflict situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Develops, implements, and monitors change processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Plans and facilitates meetings for optimum use of time and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Plans for, models, and encourages collaboration and shared decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Uses principles of effective delegation of authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Applies strategic planning techniques that include assessed needs, plan of action, budget, monitoring, evaluation and follow-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Goals completed up to standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

II. EFFECTIVE INSTRUCTIONAL LEADERSHIP

(For Instructional Administrators Only)

O VE E UE NE N/A

A. Communicates and implements shared Archdiocesan vision and mission statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Builds and maintains a climate for learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Articulates high expectations for learner achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Acquires, allocates, and manages resources to effectively and accountably ensure successful learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Facilitates the development of programs and services that promote and recognize individual differences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Applies current principles, practices, theory and research to promote effective learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Goals completed up to standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

III. EFFECTIVE ADMINISTRATION AND MANAGEMENT

	<u>O</u>	<u>VE</u>	<u>E</u>	<u>UE</u>	<u>NE</u>	<u>N/A</u>
A. Utilizes performance standards to implement personnel recruitment, selection, supervision, evaluation, and management within the scope of his/her responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Facilitates and nurtures professional growth and development of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Applies local, state, and federal statutes, regulations, policies and procedures to Archdiocesan management decisions within the scope of his/her responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Maintains a fiscal accountability system by developing, monitoring, and evaluating a financial plan based on program/service priorities and financial capabilities within the scope of his/her responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Applies current knowledge of auxiliary programs within the scope of his/her responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Uses information systems and technological applications to enhance administration of business, instruction, and support systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Utilizes a system for inventory, evaluation and maintenance of facilities, equipment and other resources within the scope of his/her responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Goals completed up to standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

IV. EFFECTIVE RELATIONSHIPS WITH THE COMMUNITY

	<u>O</u>	<u>VE</u>	<u>E</u>	<u>UE</u>	<u>NE</u>	<u>N/A</u>
A. Identifies and communicates with multiple constituencies of the Archdiocese and community through a variety of means.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Assesses the needs of parishes, schools, affiliates and communities and involves them in decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Promotes partnerships among staff, parishes, schools, affiliates, businesses and the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Encourages the use of community resources to support programs and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Goals completed up to standard.

COMMENTS:

V. PROMOTION OF EQUITY & APPRECIATION OF DIVERSITY

O VE E UE NE N/A

A. Strives to ensure equity among programs and learning opportunities for staff, parishes and schools.

B. Demonstrates appreciation for sensitivity to the diversity among individuals.

C. Goals completed up to standard.

COMMENTS:

VI. CAREER-RELATED PROFESSIONAL GROWTH

O VE E UE NE N/A

A. Attends workshops, institutes, courses, and/or conferences relevant to continuing professional development.

B. Demonstrates knowledge of current professional literature and materials.

C. Participates as an active member of a professional organization.

D. Goals completed up to standard.

COMMENTS:

ARCHDIOCESE OF CINCINNATI

EXEMPT ADMINISTRATIVE AND SUPERVISORY PERSONNEL EVALUATION

DATE EVALUATED: _____

OVERALL RATING SCORE (Check where Appropriate)

Outstanding

Usually Effective

Very Effective

Not Effective (90 Day Review)

Effective

EVALUATOR COMMENTS:

EMPLOYEE COMMENTS:

EVALUATOR:

(Signature/Date)

EMPLOYEE:

(Signature/Date)

ARCHDIOCESE OF CINCINNATI
EXEMPT ADMINISTRATIVE & SUPERVISOR PERFORMANCE APPRAISAL

GOALS & OBJECTIVES

INSTRUCTIONS:

Please list below a minimum of one goal in each major area of responsibility for the upcoming fiscal year.

I. ORGANIZATIONAL LEADERSHIP

II. INSTRUCTIONAL LEADERSHIP (FOR INSTRUCTIONAL ADMINISTRATORS ONLY)

III. ADMINISTRATION & MANAGEMENT

IV. RELATIONSHIPS WITH THE COMMUNITY

V. PROMOTION OF EQUITY & APPRECIATION OF DIVERSITY

VI. CAREER-RELATED PROFESSIONAL GROWTH