(INSERT POSITION TITLE)

EMPLOYEE EVALUATION

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| --- | --- | --- | --- | --- |
| Employee Name: |  |  | Date: |  |
| ❒ Introductory | ❒ Annual |  |

### Achievement of Prior Year Goals (if introductory not applicable)

**Key:**

**#1 – Deferred- No Impact**

**#2 – Not Achieved**

**#3 – Partial Achievement**

**#4 – Expected Achievement**

**#5 – Superior Achievement**

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| GOAL | RATING |
| Goal #1 |  |
| Goal #2 |  |
| Goal #3 |  |

Rationale, Evidence and Feedback for Improvement for Goal

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| #1: |  |
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Rationale, Evidence and Feedback for Improvement for Goal

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| #2: |  |
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Rationale, Evidence and Feedback for Improvement for Goal

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| #3: |  |
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1. Demonstrates

Performance Indicators:

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| --- | --- | --- |
|  | ❒ Meets Expectations | ❒ Needs Improvement |

1. **Uses**

**Performance Indicators:***.*

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| --- | --- | --- |
| ❒ Exceeds Expectations | ❒ Meets Expectations | ❒ Needs Improvement |

Strengths:

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Areas in Need of Improvement

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Goals:

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Documentation / Written Reports:

1. All required documentation including \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are completed in an accurate, concise and timely manner.

Performance Indicators: *Maintains documents in accordance with Parish and Diocesan policies. Reports are clear, organized, accurate and individualized. Session notes are completed in a timely manner.*

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|  | ❒ Meets Expectations | ❒ Needs Improvement |

1. Develops an effective data collection system for \_\_\_\_\_\_\_\_\_\_\_\_.

Performance Indicators: *Utilizes various data collection systems and tracking tools to measure students’ progress and outcomes. Data collection tools are easy to use and accurate.*

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|  | ❒ Meets Expectations | ❒ Needs Improvement |

Strengths:

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Areas in Need of Improvement:

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Goals:

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Professionalism

1. Professional Communication in all interactions.

Performance Indicators: *Provides clear andconcise information to all audiences. Demonstrates active listening while maintaining a positive professional demeanor. Selects the most appropriate person with whom to communicate. Initiates and maintains effective oral and written communication on an on-going basis. Provides resources to parents. Demonstrates friendly, supportive and mutually respectful interactions with students. Considers interactions in accordance with developmental and cultural norms. Protects privacy and confidentiality of personal health information of students and staff*

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|  | ❒ Meets Expectations | ❒ Needs Improvement |

2. Demonstrates continued desire to improve skills and techniques.

Performance Indicators: *Actively seeks out and participates in professional development to enhance knowledge base. Regularly seeks feedback and adjusts practices accordingly.*

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| ❒ Exceeds Expectations | ❒ Meets Expectations | ❒ Needs Improvement |

1. Responds professionally to suggestions given by supervisor and/or administrative personnel.

Performance Indicators: *Accepts feedback without defensiveness* *and enacts appropriate measures to respond to the suggestions. Implements suggested changes with an open mind in an attempt to better service the students.*

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|  | ❒ Meets Expectations | ❒ Needs Improvement |

1. Reliably carries out assignments in a conscientious and punctual manner. Attends mandatory meetings and effectively communicates pertinent information.

Performance Indicators: *Continuously engaged in work related activities while at work. Maintains good attendance. Reports to work on time and is punctual for scheduled sessions, appointments, and meetings. Keeps meticulous records. Punctually attends required school meetings*.

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|  | ❒ Meets Expectations | ❒ Needs Improvement |

1. Adheres to Parish policies and procedures without exception.

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|  | ❒ Meets Expectations | ❒ Needs Improvement |

Strengths:

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Areas in need of improvement:

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Goals:

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Service in Accordance with Parish Mission, Vision and Values

1. Demonstrates integrity through honesty, trust and accountability.

Performance Indicators: *Practices in a manner consistent with established legal and professional standards and ethical guidelines. Collaboratively resolves ethical issues encountered*. *Identifies, acknowledges, and accepts responsibility for and consequences of actions and reports errors. Takes steps to remedy errors in a timely manner. Maintains confidentiality.*

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|  | ❒ Meets Expectations | ❒ Needs Improvement |

1. Committed to excellence through best practices, innovation and quality of services provided.

Performance Indicators: *Establishes realistic short and long term goals for professional development. Accepts responsibility for continuous learning. Enhances content knowledge and knowledge of therapeutic techniques and implements same in the delivery of services. Highly proactive in serving students and youth of Parish, seeking out resources when necessary. Viewed by peers, colleagues and administration as being an example with respect to attitude, skills and professionalism.*

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| ❒ Exceeds Expectations | ❒ Meets Expectations | ❒ Needs Improvement |

1. Fosters teamwork through collaborative relationship to enhance opportunities for the students we serve.

Performance Indicators: *Support and collaboration characterize relationships with colleagues. Contributes actively toward developing and implementing department and team goals. Volunteers at Parish events. Promotes a positive attitude in colleagues*.

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|  | ❒ Meets Expectations | ❒ Needs Improvement |

1. Demonstrates adaptability in responding to opportunities and diverse needs in an ever-changing environment.

Performance Indicators: *Accepts changes in assignment/schedules. Willingly meets the needs of the program, regardless of impact on schedule/time. Demonstrates flexibility and adaptability in approach.*

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|  | ❒ Meets Expectations | ❒ Needs Improvement |

Strengths:

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Areas in Need of Improvement

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Goals:

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Objectives and Goals for Year:

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Training Provided or Needed:

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| employee signature |  | date |
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| pastor’s signature |  | date |
| *The staff member’s signature indicates that this written evaluation has been seen and discussed with him/her and he/she has received a copy of it.* |