

**Diocese of Baton Rouge  
Employee Performance Appraisal**

(Rev. 5/2006)

<b>Employee:</b>		<b>Title:</b>	
<b>Department:</b>			
<b>Review Period:</b>			
<b>Reviewer:</b>		<b>Title:</b>	
<b>Date:</b>			
<b>Date Hired</b>		<b>Number of Years in Present Position</b>	

**Rating Scale:**

*Do not use fractions, decimals, (+) or (-) signs with ratings*

Rating scale is 1= Does not meet expectations through 10= Exceeds all expectations

***Note: Employees doing a good job, meeting all normal expectations for the position should be graded a “6”. An employee who receives all “6’s” would be considered a good employee, valued and fully capable in their present position. Grades of “9” and “10” should be used rarely and only for truly outstanding qualities over and above expectations.***

**Signatures**

Employee (Indicates discussion of review)	Date
Reviewing Manager	Date
Personnel	Date

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**I. Principal Responsibilities**

*Evaluate performance relating to the primary responsibilities of the position. Employee and reviewer should discuss and agree upon what constitutes the major responsibilities of the position before the review is conducted. Please limit the review to ten responsibilities or less.*

Responsibility	Employee Rating	Reviewer Rating

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**II. Core Behaviors**

*Evaluate performance relating to the following core behavioral requirements and provide supporting details in the comments section if needed.*

<b>Universal Core Behaviors</b>	<b>Employee Rating</b>	<b>Reviewer Rating</b>
<b>Communication:</b>		
• Exhibits good listening and comprehension skills		
• Effectively expresses oneself in all written and oral communications		
• Keeps others adequately informed		
• Responds with tact, diplomacy and composure when dealing with others		
Comments:		
<b>Teamwork and Collaboration:</b>		
• Cooperates with others toward the achievement of common goals		
• Seeks consensus and win-win solutions to problems and conflicts		
• Actively contributes and fully participates in team initiatives		
• Puts success of the team above own interests		
• Builds and maintains constructive work relationships		
Comments:		
<b>Responsive to Change:</b>		
• Supports and adapts to changes in the work environment		
• Displays a proactive, problem-solving approach toward work		
• Committed to life-long learning by continuously increasing skills, knowledge and effectiveness		
• Actively seeks and initiates creative and innovative solutions		
• Exercises sound, accurate and informed independent judgment when needed		
Comments:		
<b>Quality Driven:</b>		
• Results oriented and committed to quality through continuous process improvement		
• Eliminates ineffective activities and closes performance gaps		
• Anticipates and responds to parish/school needs		
• Monitors own performance and actively seeks feedback		
• Fiscally responsible: seeks opportunities to reduce costs or increase productivity without reducing effectiveness		
Comments:		

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<b>Support of the Mission</b>		
<ul style="list-style-type: none"> <li>• Values, supports and models institutional objectives including: service, collaboration, quality, diversity and respect for all individuals</li> </ul>		
<ul style="list-style-type: none"> <li>• Exhibits personal integrity, honesty, zeal and compassion</li> </ul>		
<ul style="list-style-type: none"> <li>• Respects and supports the <i>Catholic</i> identity of the Diocese</li> </ul>		
Comments:		

*Employees should complete Sections III and IV in preparation for the performance appraisal discussion.*

**III. Career Development**

My Strengths include:

Areas I need to develop:

**IV. Feedback**

How my supervisor can better support me:

What changes/improvements are needed in our office/department?

Unique gifts that I have that can be better utilized by the diocese (e.g. music skills, speak foreign languages, artistic training/aptitude, etc.)

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**V. Action Plan for Next Appraisal Period**

*Actions plans should be developed by the reviewer in conjunctions with the employee:*

<b>Development Goals For Department and Individual</b>	<b>Target Date</b>

**VI. Comments – To be filled in after evaluation**

**Employee:**

**Reviewer:**

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*This form is to be completed only for employees who supervise others or who manage an office or department.*

<b>Managerial Core Behaviors</b>	<b>Employee Rating</b>	<b>Reviewer Rating</b>
<b>Performance Management</b>		
• Provides constructive feedback when appropriate		
• Conduct thorough and timely performance reviews		
• Equitably recognizes and rewards good performance		
• Acts as a coach and counselor to help employees close performance gaps		
• Develops employees' skills and encourages professional growth		
Comments:		
<b>Resource Management:</b>		
• Identifies, develops and retains highly talented people		
• Effectively allocates funds, equipment, time and human resources for highest return		
• Ensures work is completed within specified time and quality parameters		
• Provides sufficient authority and resources to enable employees to act independently		
Comments:		
<b>Managing/Supporting Diversity:</b>		
• Creates an environment in which people of all cultures work together in partnership		
• Encourages the personal and professional growth of all employees		
• Focuses on understanding individual differences and their value to the Diocese		
• Encourages, respects and values the contributions of all individuals		
Comments:		
<b>Leadership</b>		
• Articulate the mission and a clear vision		
• Fosters open, honest, two-way communication		
• Encourages employee involvement		
• Establishes and clearly communicates priorities		
• Role model for employees in both words and actions		
Comments:		

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<b>Strategic Thinking</b>		
• Maintains long-term focus		
• Develops project plans including timelines and checkpoints		
Comments:		