

Performance Appraisal – Staff Member

Employee Name:

Manager/Appraiser Name:

JOB KNOWLEDGE: Is well-informed and stays current with philosophy, programs, methods, technologies and developments important to carrying out the responsibilities of the position.

INFORMATION-SHARING/COMMUNICATION: Shares knowledge and involves others in matters relating to them; Understands the value of sharing information to develop overall staff awareness and more efficient operations.

INTERPERSONAL EFFECTIVENESS: Understands human nature; works collaboratively with others in and outside his/her ministry; communicates effectively with staff, volunteers and parish at-large; uses appropriate communication methods for particular messages;

ADAPTABILITY: Is open to and recognizes when the need for change on a personal level exists & takes steps to change; seeks to understand the reasons for change; supports decisions once confirmed; maintains a positive approach to change; is open to new responsibilities; can adjust to changing conditions;

PRODUCTIVITY: Delivers an appropriate volume of work, achieving desired results. Gets things done;

QUALITY OF WORK: Is thorough and accurate; Is detail-oriented as appropriate to the role; Work results are relevant to the task and meet the need of the objective.

INITIATIVE: Is proactive in addressing needs of the ministry; does not wait to be told, but acts within scope of authority;

ACCOUNTABILITY: Accepts responsibility for actions; does not blame others or the system for personal behaviors; follows through on commitments; meets deadlines;

TEAMWORK: Is collaborative with other staff members; Coordinates schedules and is considerate of others' needs; Offers to help others in need when possible;

ATTENDANCE/PUNCTUALITY: Consistently arrives for work as scheduled; Plans absences around ministry schedules to the extent possible; Calls ministry leader or parish office staff when lateness or absence must occur; Schedules vacations through ministry leader and is courteous of other staff members in regard to premium vacation times (e.g. rotates holiday weeks, Fridays, etc.).

MAJOR ACCOMPLISHMENTS/ACHIEVEMENT "ABOVE & BEYOND" THE NORM:

Strengths:

Areas for Development:

SIGNATURES:

Employee: _____ **Date:** _____

Ministry Leader/Appraiser: _____ **Date:** _____