



**ROMAN CATHOLIC DIOCESE OF SACRAMENTO  
EXEMPT EMPLOYEE PERFORMANCE EVALUATION**

**EMPLOYEE INFORMATION**

NAME:  
SUPERVISOR:  
REVIEW DATE:

JOB TITLE:  
PERIOD OF REVIEW:

Have any functions of the position changed since the last review?  YES  NO  
*(If yes, please attach a revised job description with signature of employee and supervisor.)*

**EMPLOYEE GOALS/OBJECTIVES FOR LAST REVIEW PERIOD**

*What was the objective, and to what extent was it achieved?*

**OBJECTIVE:**

*Exceeded*       *Fulfilled*       *Partially Fulfilled*       *Not Fulfilled*

**COMMENTS:**

**OBJECTIVE:**

*Exceeded*       *Fulfilled*       *Partially Fulfilled*       *Not Fulfilled*

**COMMENTS:**

**OBJECTIVE:**

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**COMMENTS:**

**OBJECTIVE:**

*Exceeded*       *Fulfilled*       *Partially Fulfilled*       *Not Fulfilled*

**COMMENTS:**

**KEY**

**Exceeds Expectations:** Often exceeds expectations, fully competent, no deficiencies in important responsibilities.  
**Meets Expectations:** Meets the requirements of the job consistently; may exceed them on occasion.  
**Improvement Desired:** Satisfies some job requirements, but does not consistently meet expectations in some major job areas.  
**Improvement Essential:** Routinely fails to meet standards and expectations.

**EMPLOYEE PERFORMANCE IN KEY AREAS**

**INITIATIVE & FLEXIBILITY:** Tackles problems; seeks out new ways of doing things; generates new ideas; accepts new responsibilities as needed; handles pressure and uncertainty; adjusts priorities to meet changing needs.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**COMMUNICATION:** Communicates well verbally and in writing; communication is accurate and effective; shares information and ideas; has good listening skills.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**JOB KNOWLEDGE:** Understands duties and responsibilities; possesses required skills and knowledge; understands and promotes the Roman Catholic mission of values; keeps current with new developments.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**ORGANIZATION & PLANNING:** Keeps information organized and accessible; maintains clean and functional work space; prioritizes tasks and manages work flow; manages time well; balances short and long term goals; creates contingency plans; coordinates and cooperates with others.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**PRODUCTIVITY:** Manages expected workload; can demonstrate verifiable results for position.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**SUMMARY**

When providing comments, consider employee's overall achievement of results against objectives, key issues from the above sections, and strengths vs. potential improvements.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**FUTURE OBJECTIVES**

*Major goals for the upcoming period.*

**OBJECTIVE:**

*How achievement of objective will be measured:*

*Target date for completion:*

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\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
DATE