



**ROMAN CATHOLIC DIOCESE OF SACRAMENTO  
NON-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.)

**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**

**JOB DUTIES & RESPONSIBILITIES:** Consider how well the employee has accomplished the duties and responsibilities detailed on the job description.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**JOB SKILLS:** Consider extent to which work produced reflects accuracy, completeness, neatness and how work produced compares to work required.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**COMMUNICATION:** Consider oral and written communication skills and keeps others informed.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**COOPERATION/EFFORT:** Consider helpfulness to others; acceptance of constructive feedback, flexibility, enthusiasm and initiative.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**PLANNING & ORGANIZATION:** Consider how well the employee sets measurable goals, prioritizes, and organizes work effectively.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**INTERPERSONAL SKILLS:** Consider how well the employee contributes to a supportive work environment; adapts well to change; maintains confidentiality; presents professional image; and displays patience and tact.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**PROBLEM SOLVING/DECISION MAKING:** Consider how well employee evaluates circumstances; arrives at logical conclusions; and develops effective solutions.

**Comments:**

Exceeds Expectations       Meets Expectations       Improvement Desired       Improvement Essential

**SUMMARY**

**FUTURE GOALS**

Goals for the upcoming period.

**OBJECTIVE:**

**How achievement of objective will be measured:**

**Target date for completion:**

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**Target date for completion:**

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE