



DIOCESE OF  
FORT WAYNE SOUTH BEND

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## PERFORMANCE SELF-EVALUATION

**Staff Member:**

**Evaluator:**

**Date:**

**Levels of Performance** 5= Outstanding 4 = Highly Effective 3 = Proficient 2 = Inconsistent 1 = Unsatisfactory

**5 = Outstanding** Performance is superior and significantly exceeds requirements/expectations.

**4 = Highly Effective** Performance frequently exceeds requirements/expectations.

**3 = Proficient** Performance is consistent with the requirements or expectations for the position.

**2 = Inconsistent** Performance meets some, but not all, of the requirements or expectations for the position.

**1 = Unsatisfactory** Performance consistently fails to meet the minimum requirements or expectations for the position

### 1. Knowledge, Quality and Initiative

<input type="checkbox"/>	Knowledge and understanding of job requirements match those of the job description.
<input type="checkbox"/>	Produces quality work
<input type="checkbox"/>	Maintains accurate records
<input type="checkbox"/>	Pursues professional growth, learns new skills, and shares knowledge with others
<input type="checkbox"/>	Takes initiative
<input type="checkbox"/>	Develops relationships with other dioceses and associations to enhance our work
<input type="checkbox"/>	Work is completed in a timely manner
<input type="checkbox"/>	Plans, organizes, prioritizes and creates a positive flow of work

Comments:

### 2. Communication and Problem Solving

<input type="checkbox"/>	Listens well
<input type="checkbox"/>	Communicates tactfully, courteously, patiently and effectively with others in the department.
<input type="checkbox"/>	Communicates tactfully, courteously, patiently, and effectively with others outside the department.
<input type="checkbox"/>	Is able to resolve problems.
<input type="checkbox"/>	Seeks to exceed people's expectations.
<input type="checkbox"/>	Establishes and maintains good rapport with all constituents.
<input type="checkbox"/>	Is reliable, consistent, and fair.
<input type="checkbox"/>	Exhibits good judgment and initiative in emergency situations.
<input type="checkbox"/>	Makes appropriate and timely decisions that are required of the position
<input type="checkbox"/>	Replies to emails and telephone calls promptly and professionally
<input type="checkbox"/>	Avoids inappropriate socialization and workplace gossip

Comments:

### 3. Team Building Skills

	Works for the common good of the Office in an organized, diligent, and reliable manner.
	Represents the diocese in a professional manner in all areas including communication, dress, and timeliness
	Provides constructive solutions to work problems and challenges
	Instills confidence with constituents (parish and school) that the department serves as a resource to their work
	Works well with co-workers
	Maintains confidentiality in work matters

Comments:

#### **Staff self-evaluation questions:**

I would like professional development in the following area(s):

A few of the things I like best about my job are:

My job would be better if:

The department/diocese could provide a better service to our parishes and schools if:

What goals do you have for yourself for the next year and beyond?

Area(s) of strength:

Area(s) for Opportunity: