

**PERFORMANCE EVALUATION - SUPERVISOR'S SECTION**

**CONFIDENTIAL**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

EVALUATION DATE: \_\_\_\_\_

SUPERVISOR/EVALUATOR: \_\_\_\_\_

**OVERALL WORK PERFORMANCE**

**Performance Definitions**

- Commendable: Performance generally exceeds expectations of the position
- Satisfactory: Performance fully satisfies the expectations of the position
- Needs Improvement: Performance is slightly below expectations of the position
- Unsatisfactory: Performance clearly falls short of the expectations of the position

SKILLS	C	S	N	U	COMMENTS
<b>KNOWLEDGE OF JOB</b> professes proficiency, skills and expertise required for the position					
<b>QUALITY OF WORK</b> work is completed accurately and meets required standards					
<b>QUANTITY OF WORK</b> the expected volume of work is produced					
<b>TIME MANAGEMENT</b> attendance, punctuality, efficient use of time, prioritizing					
<b>DECISION MAKING</b> recognizes when a decision is to be made by oneself or higher authority					
<b>INITIATIVE</b> requires minimum supervision; initiates work without request					
<b>INTERPERSONAL RELATIONS</b> shows professionalism in dealing with the public and co-workers					
<b>COMMUNICATIONS</b> conveys information properly; communicates well with the public					
<b>MOTIVATION</b> expresses willingness to deal with problems and new activities					

1. What are the employee's strong points? What areas of performance are going well?

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2. What is being done to enhance/encourage these gifts?

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3. What specific areas of performance need improvement?

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4. What kind of training/development does the individual need to improve performance?  
Steps being taken or specifically planned to help the individual should be documented.

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5. Are there specific targets or goals that should be set and reviewed at the time of the next appraisal?

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6. In summary, what is the supervisor's overall evaluation of this individuals performance during this review period?

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7. As part of the review process employees are entitled and encouraged to have your own comments, reactions, etc. recorded in this section of the evaluation record.

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Moderator of the Curia

One copy of this appraisal should be filed in the employee's personnel file. A second copy should be given to the employee for their own records.