



Employee Performance Appraisal 2025-2026

Employee Name:

Title:

Period covered by review:

To:

Review Instructions:

1. The employee should first complete this form and then forward it to their supervisor. The employee and supervisor will then dialogue with each other when the two meet, to complete the appraisal.
 2. The supervisor should carefully evaluate work performance and attitude in relation to the essential functions/behaviors/contribution to the mission.
 3. It is essential to provide detailed comments on all areas, where requested. Please type into the designated spaces as they will expand as you type.
 4. The form should be signed by the reviewers and the employee.
 5. The completed appraisal should be maintained on-site in the employee's personnel file.
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A: ACHIEVEMENTS AND GOAL PERFORMANCE:

List the most significant accomplishments from July 2025 to present along with an assessment of performance against prior year goals.

Employee Comments:

Supervisor Comments:

B: JOB PERFORMANCE – DEDICATION TO QUALITY AND SERVICE:

Discuss employee's overall job performance and dedication to quality work and service.

Items to consider for this section include, but are not limited to: employee can be counted on to fulfill work commitments and at a high quality level, shows initiative to continuously improve performance, demonstrates expected skill level for their position and a thorough understanding of areas of responsibility, keeps abreast of current trends affecting their work and utilizes these appropriately to deliver improved contribution through their work, appropriately assumes more responsibility, committed to high quality service in all interactions.

C: JUDGEMENT – PROBLEM SOLVING:

Discuss employee's judgment and problem solving

Items to consider for this section include, but are not limited to: Employee routinely self-identifies/corrects problems, coordinates work effectively with others, requires minimal supervision to work efficiently and effectively, makes good decisions, knows when to seek guidance from supervisors or colleagues, recognizes and effectively analyzes and evaluates problems and issues; demonstrates sound judgment in determining appropriate, timely actions for solution, understands the importance of client satisfaction and strives to achieve it.

D: RELATIONSHIPS – COLLABORATION – COMMUNICATION:

Discuss employee’s relationships with others

Items to consider for this section include, but are not limited to: willingly shares job knowledge/information, consistently engages others from a place of good will, treats others respectfully - valuing their contributions, demonstrates a “team player” attitude, encourages cooperation, practices honest and open communication, effective oral, written and listening skills.

E: MISSION – VISION – VALUES:

Discuss employee’s contribution to the mission, vision and values of the organization

Items to consider for this section include, but are not limited to: values our mission and vision, actively participates in initiatives to drive achievement of the mission, understands and promotes the vision, lives the values in the workplace.

F: PROFESSIONALISM – LEADERSHIP – SERVICE:

Discuss how well the employee has demonstrated professionalism and leadership in their current position.

Items to consider for this section include, but are not limited to: provides input and direction as warranted, leads by example, leads others to accomplish common goals, is a self-starter, identifies needs and implements effective solutions, consistently provides high level of customer service.

Discuss level of management skill. (For supervisors only)

Items to consider for this section include, but are not limited to: manages staff and financial obligations effectively, provides staff with opportunities for growth, communicates with team effectively, etc.

G: PERFORMANCE ENHANCEMENTS

Are there any issues or situations that require corrective action by the employee or Archdiocese/Agency?

Yes No If checked "yes", please note comments below:

Corrective Action Plan (if checked "yes", be specific, set dates for review of plan within the next review period):

Identify one thing that will make the employee more effective in his/her role.

H: OTHER COMMENTS:

Use this section if there are issues to be discussed that are not covered in other areas or if there have been serious issues during the year they should be documented and discussed with clearly documented expectations.

I: FY25-26 GOALS AND DEVELOPMENT:

Please list up to 5 goals and/or areas of professional development for the employee to focus on in the upcoming fiscal year. Please consider goals to be SMART (Specific, Measurable, Achievable, Results-Focused, Time-Bound).

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

Discuss and define the employee's development desires.

THE EMPLOYER ACKNOWLEDGES THE PRECEDING IS AN ACCURATE DOCUMENTATION OF THE REVIEW MEETING.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Next Level

Supervision Signature: _____ Date: _____