



ARCHDIOCESE OF ATLANTA PERFORMANCE EVALUATION

EMPLOYEE NAME: _____

Department: _____ Title: _____

Date of Evaluation: _____ Date of Hire: _____

Two Month Four Month Six Month

S - Superior **G - Good** **N - Needs Improvement** **U - Unsatisfactory**
 (Exceeds Expectations) (Meets Expectations) (Does Not Meet All Expectations) (Does Not Meet Expectations)

	Rating	Comments
QUANTITY Regularly produces required amount of work. Works at a steady constant speed. Meets deadlines.		
QUALITY Work is consistently complete and accurate.		
UNDERSTANDING Ability to learn, grasp concepts essential to the work, and follow instructions.		
INITIATIVE Ability to work independently with a minimum of supervision. A self starter, resourceful.		
COOPERATION Works effectively with co-workers, supervisors, and others. Willing to volunteer to assist others.		
ADAPTABILITY Readily adaptable to new tasks and changing conditions.		
ATTENDANCE & PUNCTUALITY Consistently present and on time.		
WORK EFFECTIVENESS A good deal of work is accomplished in the time available. Little time is lost in non-productive activities. Ability to structure work objectives and establish priorities.		
DEPENDABILITY Ability to reliably follow through with thoroughness and accuracy on assignments and instructions.		
COMMUNICATION Ability to present and express information effectively and clearly.		

EMPLOYEE SIGNATURE **DATE** **SUPERVISOR SIGNATURE** **DATE**

RECEIVED IN PERSONNEL BY: _____ **DATE:** _____