



Employee Performance Evaluations

[*Owner: Office of Human Resources*]

The Diocese believes in both the accountability and the affirmation that occurs in the context of performance review. The process allows the Diocese to evaluate its mission and our effectiveness and aids in the development of the individual's contribution. The performance evaluation is an assessment of competence, accomplishments, affirmations, recommendations, new job requirements and action plans and goals.

The first formal performance review is to be conducted during the introductory period. Thereafter, a written performance evaluation of each employee shall be done annually by the supervisor during the period of May-June. The evaluation is based on the position description using the approved Diocesan Evaluation Form. The employee will participate by completing the self-evaluation section of the form and submitting to the supervisor prior to the evaluation. Each employee's active participation in the process of evaluation is critical to the success and purpose of the evaluation.

The performance evaluation will be discussed with the employee and become part of the personnel file. The employee should sign the evaluation and receive a copy. This signature verifies receipt and review, and does not necessarily imply agreement. Each employee has an opportunity to respond in writing to his/her evaluation, and this response will become part of the evaluation and the personnel file. The original, executed evaluation is sent to the Director of Human Resources for inclusion in the personnel file.

Should any difference regarding the review not be resolved between the supervisor and employee, request for review may be made to the Chief Operating & Financial Officer. If the supervisor is the Chief Operating & Financial Officer, the request shall be made to the Director of Human Resources.