

**Sisters of Charity of Nazareth
Performance Evaluation – Non-Supervisory**

NON-SUPERVISORY PERFORMANCE EVALUATION

Employee Name:

Evaluator Name:

Position Title:

Position Title:

Hire Date:

Review Period

Department:

Review Date:

GENERAL INSTRUCTIONS

This review contains sections that must be completed by the employee and by the evaluator. If paper forms are used, this form should be copied and distributed to the employee to complete at least two weeks prior to the review date. The employee will complete the applicable sections and return the form to the supervisor prior to the scheduled meeting date.

- The employee should complete the form by checking the boxes under the "Self" section, and making additional comments as necessary.
- The supervisor should complete the form by checking the boxes under the "Evaluator" section and making additional comments as necessary.
- The supervisor and employee will work together to discuss future goals, which will be added to the form before it is returned to the Human Resource Office.

ANNUAL REVIEW FINAL RATING – Average of all ratings on the GENERALCOMPETENCIES section.

	Ratings		Comments
	Below Expectations	Meets Expectations	Exceeds Expectations
Overall Performance and Effectiveness Rating – GENERAL COMPETENCIES.	Overall Rating		
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

ANNUAL REVIEW FINAL RATING - Average of all ratings on the CURRENT GOALS section.

	Ratings		Comments
	Below Expectations	Meets Expectations	Exceeds Expectations
Overall Performance and Effectiveness Rating – CURRENT GOALS.	Overall Rating		
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

RATING SCALE REFERENCE:

To be completed by the Human Resource Office.

Rating Scale:

- 4.25 – 5.0: Consistently Exceeds Expectations = 3.5%
- 3.0 – 4.24: Occasionally Exceeds Expectations = 3.0%
- 2.0 – 2.99: Consistently Meets Expectations = 2.5%
- >2.0 Below Expectations

Rating Calculation:

Average of General Competencies	_____	(A)	
x .80	=	_____	(B)
Average of Current Goals	_____	(C)	
x .20	=	_____	(D)
OVERALL RATING: (B+D)	=	_____	(E)

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SECTION A: TO BE COMPLETED BY SUPERVISOR AND EMPLOYEE.

GENERAL COMPETENCIES – complete this section for all employees

Core Performance Competencies	Rating Scale					Comments (required for 1 or 5 ratings)
	Below Expectations		Meets Expectations		Exceeds Expectations	
JOB KNOWLEDGE <i>Consider: degree to which the employee demonstrates the expected level of job knowledge and/or skills to perform the job; proper use of materials, equipment and techniques for the position; ongoing training.</i>	Self					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	Evaluator					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
QUALITY OF WORK <i>Consider: employee's completion of assignments to established quality standards; accuracy, neatness, thoroughness of work; compliance with established work, health and safety rules.</i>	Self					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	Evaluator					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
QUANTITY OF WORK <i>Consider: employee's demonstrated ability to manage assigned workload; effectiveness in establishing and managing priorities; consistency, productivity and timeliness in completion of work.</i>	Self					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	Evaluator					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
INITIATIVE & PROBLEM SOLVING <i>Consider: degree to which the employee seeks and assumes greater responsibility; recognition of problems and effectiveness in taking action with solutions; contribution of new ideas, approaches and/or solutions.</i>	Self					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	Evaluator					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
COOPERATION & TEAM WORK <i>Consider: relationships with co-workers, supervisors and others as a contributing team member; consideration and support of others; offering assistance as needed.</i>	Self					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	Evaluator					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
DEPENDABILITY <i>Consider: employee's response to direction; employee's self-monitoring and follow-through on assigned duties and projects; punctuality and regular work attendance, timeliness in returning from breaks and meal periods.</i>	Self					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	Evaluator					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
COMMUNICATION <i>Consider: ability to express ideas clearly; ability to communicate effectively in writing as the job requires; respectful and courteous in communications with co-workers, supervisor, residents, guests, and others.</i>	Self					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	Evaluator					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
ETHICAL CONDUCT <i>Consider: whether employee follows applicable code of ethics; exhibits good judgment and discretion related to handling of sensitive and confidential information; demonstrates honesty and trustworthiness.</i>	Self					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
	Evaluator					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	

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SECTION B: JOB SPECIFIC DUTIES – complete this section using the job description for the position. Please list the top 3- Essential Duties and Responsibilities from the job description to rate.

Core Performance Competencies	Rating Scale			Comments <i>(required for 1 or 5 ratings)</i>
	Below Expectations	Meets Expectations	Exceeds Expectations	
	Self			
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	Evaluator			
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	Self			
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	Evaluator			
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	Self			
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	Evaluator			
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	

SECTION C: CURRENT GOALS: To be completed by Supervisor and Employee.

Goal Type	Goal	Outcomes
Performance Goals (example, enhancing a current program/service; job related projects; performance improvement)		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Comments:
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Comments:
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Comments:
Training/ Development Goals (example, interest in career development/ exploration; acquiring new skill/knowledge; attend job specific workshop)		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Comments:
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Comments:

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SECTION D:

Future Goals – To be completed by Supervisor and Employee

Goals should be SMART: Specific, Measureable, Attainable, Realistic, Time-Limited.

Goal Type	Goal	Comments:
Performance Goals (example, enhancing a current program/service; job related projects; performance improvement)		
Training/ Development Goals (example, interest in career development/ exploration; acquiring new skill/knowledge; attend job specific workshop)		

SECTION E: Acknowledgement

ANNUAL REVIEW ACKNOWLEDGMENT	
To be completed to indicate that the evaluation has been reviewed with the employee. Signature does not indicate agreement with the ratings.	
Employee Signature	Supervisor Signature
Date	Date
EMPLOYEE COMMENTS:	SUPERVISOR COMMENTS: