



# Archdiocese of Agaña

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## ANNUAL/INTERIM PERFORMANCE APPRAISAL

<b>Employee:</b>	<b>Title:</b>
<b>Department:</b>	<b>Division:</b>
<b>Date Hired/Transferred:</b>	<b>Date of This Evaluation:</b>
<b>Supervisor/Dept. Head:</b>	<b>Title:</b>

### I. Principal Responsibilities

Evaluate performance relating to the primary responsibilities of the position. Employee and reviewer should discuss and agree upon what constitutes the major responsibilities of the position before the review is conducted. Please limit the review to ten responsibilities or fewer.

#### Rating Scale:

<b>VE</b>	Very Effective
<b>E</b>	Effective
<b>NI</b>	Needs Improvement to be Effective
<b>DN</b>	Does Not Meet Minimum Standards for Effectiveness
<b>N/A</b>	Not Applicable

If additional comments or responsibilities are necessary, please use space provided.

RESPONSIBILITY	RATING
1.  Comments:	
2.  Comments:	
3.	

Comments:	
4. Comments:	
5. Comments:	
6. Comments:	
7. Comments:	
8. Comments:	
9. Comments:	
10. Comments:	

## II. Project and Objectives

Evaluate performance relating to the special projects and/or objectives set jointly at the last performance review. Include major individual team projects and assignments.

### Rating Scale:

<b>VE</b>	Very Effective
<b>E</b>	Effective
<b>NI</b>	Needs Improvement to be Effective
<b>DN</b>	Does Not Meet Minimum Standards for Effectiveness
<b>N/A</b>	Not Applicable

If additional comments or responsibilities are necessary, please use space provided.

RESPONSIBILITY	RATING
1. Comments	
2. Comments	
3. Comments	
4. Comments	
5. Comments	

**III. Core Behaviors**

A. Evaluate performance relating to the following core behavioral requirements. This section must be completed for all employees.

- **Note: provide one rating each of the major five categories**

**Rating Scale:**

<b>VE</b>	Very Effective
<b>E</b>	Effective
<b>NI</b>	Needs Improvement to be Effective
<b>DN</b>	Does Not Meet Minimum Standards for Effectiveness
<b>N/A</b>	Not Applicable

UNIVERSAL CORE BEHAVIOR	RATING
<p><b>Support of the Mission:</b></p> <ul style="list-style-type: none"> <li>• Respect and supports the mission of Archdiocese of Agana.</li> <li>• Compatible with Catholic social teaching.</li> <li>• Exhibits personal integrity, honesty and compassion.</li> <li>• Exercises decision making in an ethical framework consistent with Catholic faith, teachings and traditions.</li> <li>• Support strategic planning process.</li> </ul>	
<p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>• Exhibits effective listening and comprehension skills.</li> <li>• Effectively expresses oneself in all written and oral communications.</li> <li>• Keeps others adequately informed.</li> <li>• Responds to coworkers and publics served with tact, competence, diplomacy and composure.</li> <li>• Discusses and presents ideas and information concisely and accurately.</li> </ul>	

<ul style="list-style-type: none"> <li>• Responds to co-workers and publics served in a welcoming and hospitable manner.</li> <li>• Conveys a willingness and ability to be of service to co-workers and public served.</li> </ul>	
<b>Teamwork and Collaboration:</b> <ul style="list-style-type: none"> <li>• Cooperates with others in the planning and achievement of Archdiocese of Agana goals.</li> <li>• Seeks consensus and win-win solutions to problems and conflicts.</li> <li>• Actively contributes and fully participates as a Division member.</li> <li>• Develops and maintains constructive work relationships.</li> </ul>	
<b>Responsive to Change:</b> <ul style="list-style-type: none"> <li>• Supports and adapts to changes in the work environment.</li> <li>• Displays a proactive, problem-solving approach toward work.</li> <li>• Committed to life-long learning by continuing to improve skills, knowledge and effectiveness.</li> <li>• Initiates and promotes creative and innovative solutions to work challenges.</li> <li>• Responds effectively to coaching, constructive criticism and takes responsibility for professional growth.</li> </ul>	
<b>Supporting Diversity:</b> <ul style="list-style-type: none"> <li>• Values individual differences and understands the unique contributions of every person to the organization.</li> <li>• Supports a work environment in which diversity is encouraged and respected.</li> </ul>	
<b>Quality:</b> <ul style="list-style-type: none"> <li>• Results oriented yet understand the importance of both the efforts and results of work.</li> <li>• Eliminates ineffectiveness activities and closes performance gaps.</li> <li>• Anticipates and responds to pastors, principals and other pastoral leaders as appropriate.</li> <li>• Monitors own performance while actively seeking feedback.</li> <li>• Fiscally responsible: seeks opportunities to reduce costs or increase productivity without reducing effectiveness.</li> <li>• Demonstrates commitment to stewardship of Archdiocese of Agana resources.</li> </ul>	
<b>Judgment:</b> <ul style="list-style-type: none"> <li>• Maintains appropriate professional and personal confidentiality.</li> <li>• Plans and prioritizes work responsibilities.</li> <li>• Effectively manages work time.</li> <li>• Makes informed, accurate, and independent decisions as appropriate.</li> <li>• Seeks out and considers relevant alternatives before making decisions.</li> <li>• Represents the organization appropriately in both personal appearance and work area.</li> </ul>	

- B. Evaluate performance pertaining to the following core managerial requirements, if applicable. This section should be completed for employees who supervise others or who manage a significant functional area.
- **Note: provide one rating each of the major five categories**

<b>PROFESSIONAL/MANAGERIAL CORE BEHAVIORS</b>	<b>REVIEWER RATING</b>
<b>Supports of Mission:</b> <ul style="list-style-type: none"> <li>• Publicly able to represent the institutional Catholic Church.</li> </ul>	
<b>Strategic Thinking:</b> <ul style="list-style-type: none"> <li>• Understand major trends affecting the Archdiocese of Agana and initiates requisite strategic response.</li> <li>• Supports and participates in long-term planning process.</li> <li>• Seeks and interprets trends in professional field pertaining to organizational strengths and weaknesses.</li> <li>• Develops project plans including timeliness and checkpoints.</li> </ul>	
<b>Performance Management:</b> (applicable if employee supervises others) <ul style="list-style-type: none"> <li>• Provides constructive feedback where appropriate.</li> <li>• Conducts thorough and timely performance reviews.</li> <li>• Equitably recognizes and rewards good performance.</li> <li>• Acts as a coach and counselor to help employees close performance gaps.</li> <li>• Develops employees' skills and encourages professional growth.</li> </ul>	

<p><b>Resource Management:</b> (applicable if employee supervises others)</p> <ul style="list-style-type: none"> <li>• Develops and retains competent and committed employees.</li> <li>• Effectively allocates funds, equipment, time and human resources for highest team.</li> <li>• Ensures work is completed within specified time and quality parameters.</li> <li>• Provides sufficient authority and resources to enable employees to act independently.</li> </ul>	
<p><b>Managing Diversity:</b> (applicable if employee supervises others)</p> <ul style="list-style-type: none"> <li>• Creates a work environment in which all employees can work together effectively.</li> <li>• Encourages the personal and professional growth of all employees.</li> <li>• Builds diverse work teams to improve quality, productivity and decision making.</li> </ul>	
<p><b>Leadership:</b> (applicable if employee supervises others)</p> <ul style="list-style-type: none"> <li>• Clearly articulates and supports the mission of the Archdiocese of Agana and central services.</li> <li>• Fosters open, honest, two-way communication.</li> <li>• Encourages employee involvement.</li> <li>• Establishes and clearly communicates priorities.</li> <li>• Role model for employees in both words and actions.</li> </ul>	

**IV. Comments**

Employees and supervisors can describe their observation of the performance management process. Pertinent details, observations, examples, areas where there is a disagreement with the evaluation as well as obstacles outside the employee’s control may be identified.

**Employee:**

**Supervisor:**

- Employees should complete Section V and VI in preparation for the performance appraisal discussion.

**V. Career Development**

**What do I want to learn or change in the next one or two years?**

**How will this help the organization? What do I need to do to accomplish this?**

**My strength includes:**

**Optional: How do I feel about work I am doing?**

**VI. Feedback**

**What my supervisor can do to manage me better:**

**What changes/improvements would help our department?**

**VII. Plan for the Next Appraisal Period**

Action plan should be developed by the supervisor and employee

**A. Development Goals** (Includes, but not limited to, areas where improvement is needed)

DEVELOPMENT GOALS	TARGET DATE

**B. Projects and Objectives**

PROJECTS AND OBJECTIVES	TARGET DATE


**SIGNATURES**

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**Employee (Indicates discussion of review)** **Date**

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**Supervisor** **Date**

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**Division Director** **Date**

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**Vicar General** **Date**

**Received and reviewed by the Division of Human Resources Services:**

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**Director/Designee, Human Resources Services** **Date**