

## Diocese of Washington Lay Staff Review

Employee Name: <a href="#">Click here to enter text.</a>	Reviewer/s: <a href="#">Click here to enter text.</a>
Date of Review:	Review Period:

### Focus of Work/Priorities for this review period:

#### Key Duties and Responsibilities

Key Job Responsibilities are described below. This list should be reviewed with the person being reviewed and the reviewer, and agreed upon prior to writing the review. If any responsibilities are not appropriate to the individual being reviewed, they should be by-passed and other more appropriate responsibilities added. Only major responsibilities are expected to be review.

#### JOB ELEMENT:

Staff Comments: <a href="#">Click here to enter text.</a>
Reviewer Comments: <a href="#">Click here to enter text.</a>

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Staff Comments: <a href="#">Click here to enter text.</a>
Reviewer Comments: <a href="#">Click here to enter text.</a>

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Reviewer Comments: <a href="#">Click here to enter text.</a>

#### JOB ELEMENT:

**Staff Comments:**

**Reviewer Comments:** [Click here to enter text.](#)

**JOB ELEMENT:**

**Staff Comments:** [Click here to enter text.](#)

**Reviewer Comments:** [Click here to enter text.](#)

**PROFESSIONAL GROWTH and SELF-CARE:**

**Staff Comments:** [Click here to enter text.](#)

**Reviewer Comments:** [Click here to enter text.](#)

**Other Key Duty:**

**Staff Comments:** [Click here to enter text.](#)

**Reviewer Comments:** [Click here to enter text.](#)

**Summary of impact of employee's work during the review period:**

[Click here to enter text.](#)

## SECTION 2: Episcopal Diocese of Washington Professional Attributes Assessment

Staff often is viewed as standard bearers of the professional behaviors desired in parishes and institutions. To ensure that we are mindful of these in daily practice, please assess how well you believe you exhibit these.

*C - Consistently    F – Frequently    O – Occasionally    R- Rarely    NA – Not Applicable*

Attribute	Description	Rating
<b>Communication – Oral and Written</b>	Uses language appropriate for audience. Articulates information and ideas in clear and concise manner. Is persuasive without being argumentative. Checks spelling and grammar. Presents information in appropriately structured format.	
<b>Communication – Listening</b>	Maintains eye contact, asks clarifying questions, and repeats key information. Allows others to finish thoughts before responding. Asks for time to process information when needed.	
<b>Project Management</b>	Identifies component tasks and timelines. Ensures project objectives are met. Maintains communication with those assigned component tasks, ensuring they understand assigned tasks and deadlines.	
<b>Judgment</b>	Demonstrates mature, professional judgment and reason in decision-making. Is able to make and act upon decisions. Maintains confidentiality and uses discretion in communications. Exhibits emotional and social maturity in professional interactions.	
<b>Initiative</b>	Generates ideas for improved functioning and efficiencies. Is able to work independently.	
<b>Problem Solving</b>	Identifies root causes of problems. Researches related issues and generates possible solutions.	
<b>Team Orientation</b>	Collaborates with others appropriately. Is able to both lead and follow. Offers assistance and works to maintain positive working relations. Works for good of all.	
<b>Adaptability</b>	Keeps pace with change and maintains awareness of trends and innovations in area of responsibility. Is able to adjust to alternate scenarios. Develops Plan B and C as needed for task/project completion.	
<b>Resilience</b>	Is tenacious and courageous when faced with obstacles and unexpected challenges. Paces oneself so that sufficient resources and energy are available to complete work.	
<b>Timeliness</b>	Arrive to work and meetings on time and prepared. Communicates information in timely manner. Provides information to others with appropriate lead time.	

Staff Comments:
Reviewer Comments: <a href="#">Click here to enter text.</a>

### Staff Review Section 3: Development and Enhancement

This section of the form is provided for the documentation of agreements on any areas for development, strengthening, or continued use of a capability. Describe below summary conclusions based on other parts of the review, including specific actions to support any areas of enhancement. The support needed should be specified, including financial, training, or feedback. You may also identify new areas of exploration that are of interest to the Staff being reviewed. It is recommended that no more than 3 areas be highlighted, and less is more likely to get the necessary attention.

**Areas of Strength:**

**Areas for Development:**

**Critical Issues requiring immediate attention, if any:**

#### Goals and Priorities for 2015

- [Click here to enter text.](#)

REVIEWER: \_\_\_\_\_ Date: \_\_\_\_\_  
*signature*

STAFF: \_\_\_\_\_ Date: \_\_\_\_\_  
*signature*

- I agree with this review in general.
- I do not agree with this evaluation and would like it reviewed by: \_\_\_\_\_  
(Please attach a description of points of disagreement.)
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