

**INTRODUCTORY PERIOD OF REVIEW**

**SUPERVISOR FORM**

**Saint Paul Church  
PERFORMANCE DEVELOPMENT FORM**

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Parish, School, or Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Job/Ministry Description Current: Yes \_\_\_ No \_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

**General Instructions**

**Part I Performance Factors:** Supervisor, please evaluate the staff member using the following performance levels:

- Does Not Meet Position Requirements (Does Not Meet)
- Meets Position Requirements (Meets)
- Substantially Exceeds Position Requirements (Exceeds)
- Uncertain (UNC)

**Part II Overall Rating:** Certify that the staff member has met the requirements of the position for the performance period. If the staff member does not meet specific performance requirements, a performance improvement plan must be prepared in Section III.

**Part III Performance Plan:** *This section is only completed when overall performance does not meet position requirements. Work with the staff member to identify an action plan for improvement of current position requirements and growth.*

**Part IV Staff Member Comments:** Provide an opportunity for staff member to comment on any aspect of the performance review.

1855 W. Harrison Blvd..  
Valparaiso, In. 46384  
Phone: 219 464-4831

St. Paul

CONFIDENTIAL MEMO: Regarding "Introductory Period"

Month 00, 20

TO:

We are delighted to confirm that you have successfully completed your "Introductory Period" of employment with St. Paul Parish as the regularXXXXXXXXXXXXXXXXX. We wish to advise you that your work performance meets with our expectations for the position for which you were hired. Therefore your employment designation now moves to "Regular XXXX-Time "?" and you are now eligible for all legally mandated benefits to this classification.

This confirmation of continued employment shall be effective from MONTH DATE, 20XX through MONTH DATEth 20XX.

Employment conditions will be reviewed on an annual basis.

Rev. Douglas J. Mayer  
Pastor

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St. Paul Church PERFORMANCE DEVELOPMENT FORM
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Date: \_\_\_\_\_ Job/Ministry Description Current: Yes No\_\_

Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

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