

2023 ANNUAL REVIEW PROCESS



The Archdiocese of Denver (AOD) will be conducting our annual review process that will occur beginning May 22, 2023 through June 23, 2023. This process is an assessment of the performance of individual Employees of the AOD and is meant to be the starting point for the fiscal 2024 year which begins July 1, 2023. The information provided below is designed to assist the Supervisor and the Employee to more clearly understand what is required.

Job Flourishing Analysis Form Process - All steps to be completed by June 23

Color coded to indicate who does what:

Yellow for Employee

Blue for Supervisor

Green for HR

1. HR emails the **2023 Annual Review - Job Flourishing Analysis** form to the employees of the Pastoral Center by May 22
2. Employee completes the following sections.
 - a. Name
 - b. Position
 - c. Time in Position
 - d. Department
 - e. DirectSupervisor
 - f. Next Level Supervisor
 - g. MissionValues
 - h. Success Compared to Goals/Job Description
 - i. Three Key Accomplishments
3. Employee gives an electronic version (PDF) of the form to their direct supervisor.
4. Supervisor completes the rest of the form for conversation with Employee.
5. Supervisor sets up and conducts a 45-minute meeting with the Employee.
6. Supervisor and Employee determine Actionable Goals for coming Fiscal Year.
7. Employee signs the form.
8. Employee emails signed form to Supervisor for his/her signature.
9. Supervisor signs the form.
10. Supervisor emails final document to **Human Resources and the Next Level Supervisor** by June 23. The Next Level Supervisor is simply considered the Supervisor of the Employee's Supervisor.



Job Flourishing Analysis Form Guidance

“Work is a good thing for man – a good thing for his humanity – because through work man not only transforms nature, adapting it to his own needs, but he also achieves fulfillment as a human being and indeed, in a sense, becomes ‘more a human being’. – *Laborem Excercens* (On Human Work – St. John Paul II)

It is with this perspective we approach our annual review process, rightly called the Job Flourishing (boldly even a human flourishing) Analysis. As we seek to work more prayerfully, allowing God to unfold the plan for our work in an apostolic age, more united to one another in relationship, more effectively, and more in line with the mission to which God has called us, we take this time to reflect on our work (both relationally and practically). From this, we can become more ‘human’ and be the cavalry God is rallying.

The following principles and practical guidance are provided to 1) make this a truly enriching and effective endeavor 2) give you the right mindset and understanding of each section to complete it properly.

Principles:

1. This is an opportunity for employee and supervisor to reflect on “how things are going” regarding each individual’s cultural fit and job performance. This is also a time to reflect on our rally cry: **Abide in Relationship**. How did the individual actively live this out in their work and relationships? What impact did it have?
2. As we seek to put on an apostolic mindset, we want the form and conversations to be filled with that worldview (root convictions, mission values, and most importantly, the mission we are aiming to achieve).
3. In addition to this, we want this to be a time of reflection on how we continue to move from Christendom Maintenance to Apostolic Mission as we support our parishes, schools, ministries, etc. Here are a few questions for reflection as you approach the review:
 - a. What does it mean to be on mission in my role?
 - b. What is one Christendom Maintenance responsibility I have which takes up a lot of resources and time that could be re-evaluated?
 - c. How do I measure success in my role?

Practical Guidance:

The following is to provide guidance on properly completing the form:

- » The Annual Review form is intentionally one page to be simple, to require the Employee and Supervisor to be concise in their feedback, and to focus on the key aspects of the Employee’s performance.
- » The data section at the top (first two rows) is to be completed by the Employee. We expect that all Employees should know this information.



- » The Overall Summary section should be the reflection of the Supervisor prayerful discernment of the Employee's performance highlighting how the Employee is living out the mission values, applying his/her job duties with an apostolic mindset, and the key attributes of his/her performance compared to job duties/goals. Each Supervisor should prayerfully reflect on the Employee and their performance and be professional and concise in their write-up.
- » The Success Compared to Goals section should reflect an employee's goals and key responsibilities of his/her job description and how he/she has done in comparison to those (met, not met, or exceeded).
- » The Three Key Accomplishments section should be completed by the Employee and commented on by the Supervisor.
- » The Actionable Goals Section is completed by the Employee and Supervisor during the review conversation with those areas where the Employee would like to focus on in the next year to grow in the coming year.

