

S^D Associates LLC

Behavioral Services Assessment, Consultation, Training and Direct Service
PO Box 150, St. Albans, VT 05478 ~ www.sdplus.org ~ (802) 662-7831 ~ fax (802) 662-7834

Employee Evaluation Form

i. EMPLOYEE INFORMATION

| | |
|----------------------------|---|
| Employee Name | Job Title: |
| Supervisor/Reviewer | Review Period From: / / To: / / |

Performance Rating Scale

Needs Improvement: - Work output is low or falls below necessary job expectations, fails to meet required outcomes, error rate is high, may require additional oversight or tasks may be late or incomplete

Meets Expectations- Employee displays and maintains an effective and consistent level of performance of the job factor under review. Work output regularly achieves desired or required outcomes or expectations. Problems or errors are reported correctly and in a timely manner.

Exceeds Expectations- Employee exhibits a sustained high level of performance in the job factor under review, assignments and responsibilities are completed beyond the level of expectation. Initiative and self-direction are exhibited characteristics.

ii. CORE VALUES AND OBJECTIVES

| Performance Category | Rating | Comments and Examples |
|--|--|------------------------------|
| Quality of Work and Organization: Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision | <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement | |
| Attendance and Punctuality: Reports for work on time, provides advance notice of need for absence | <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement | |
| Reliability and Dependability: Consistently performs at a high level; manages time and workload effectively to meet responsibilities | <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement | |

| | | |
|--|--|--|
| Communication Skills: Written and oral communications are clear, organized and effective; listens and comprehends well | <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement | |
| Judgement and Decision-Making Makes thoughtful, well-reasoned decisions; exercises good judgement, resourcefulness and creativity in problem-solving | <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement | |
| Initiative and Flexibility: Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes | <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement | |
| Cooperation and Teamwork: Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals | <input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement | |

If “Needs Improvement”, please note action steps for supervisor and supervisee in helping the individual meet expectations:

If there are specific goals the employee wants to work on this year, please make notes here and suggestions on how they might meet them:

Evaluation Discussion: indicate focus points of discussion between supervisor and supervisee regarding content of this document:

Employee Signature and Date: _____ **Date:** _____

Supervision Signature and Date: _____ **Date:** _____

Behaviors being considered when fill out performance evaluation, but not limited to the following:

QUALITY OF WORK AND ORGANIZATION:

- Do they update their schedule regularly
- Complete tasks and assignments within timeframes assigned
- Complete the necessary paperwork to meet job expectations
- Do they meet necessary timelines? (schedule sent out, billing, reports)
- How does the staff person plan and prioritize their time?

ATTENDANCE and PUNCTUALITY:

- Does the staff person successfully manage PTO, are there any identified patterns of sick leave use that are inappropriate?
- Does the staff give prompt notice if taking UPTO
- Communicates to teams when they will be out and identifies a contact person

RELIABILITY and DEPENDABILITY:

- Does this person ask for help when expectations are not clear
- Do they do what they say they are going to do; are they able to take direction and come back with a working product

COMMUNICATION SKILLS:

- How does the staff person communicative behavior affect the work culture.
- What is the staff person's willingness to accept supervision and feedback
- Does the staff person exhibit appropriate supportive behavior toward co-workers and others.
- Is the staff person unnecessarily involved in trivial disputes or misunderstandings?
- Does the staff person exhibit a good level of interpersonal skills and good working relationships with peers, subordinates, supervisors, families, school staff and the general public?
- Does the staff person exhibit appropriate supportive behavior toward co-workers and others.

JUDGEMENT and DECISION MAKING:

- Does the employee exhibit knowledge of the Sd policies and procedures applicable to his/her job?
- Does the staff person exhibit willingness to comply with all reasonable requirements?
- Is the staff able to maintain composure in a crisis or high stress situation
- Chooses to do what is right over what is fast, easy or comfortable
- Are they able to self-reflect on their own behavior and identify key learnings

INITIATIVE AND FLEXIBILITY

- Is the staff person able to make changes quickly when needed?
- Do they communicate willingness to go outside their comfort zone when asked and supported to do this?
- How is the staff person's willingness to adapt to changes in new or temporary job responsibilities as well as long term assignments?
- Do they take ownership for adapting to the pace of the environment
- Consider the staff person's ability to contribute, develop and or carry out new ideas or methods.
- Consider ability to be a self-starter, offer suggestions, anticipate needs and then take appropriate action without being directed.
- Do they approach their work with a sense of positivity and possibility

COOPERATION and TEAM WORK

- Consider how the staff is able to adapt to changes in staff, caseload, job requirements etc.
- How is this person able to contribute to teaching and learning of co-workers and other staff
- How well does this person give generous assumptions or seek clarity through discussion
- How does this person support the families and teams they are a part of and how do they enhance a team atmosphere