

New Hire - Mid Probationary - Performance Evaluation (updated 04/10)

Name:		Prog Year:	
Position:		Supervisor	
Site:		Region:	

PERFORMANCE RATINGS: Use whole numbers only except for summary score (example 2.25)

0 = Unacceptable – Demonstrates unacceptable skill and/or knowledge associated with the indicator.

1 = Limited – Demonstrates insufficient skills and/or incomplete knowledge associated with the indicator.

2 = Satisfactory – Demonstrates some skills and developing knowledge associated with the indicator.

3 = Strong – Demonstrates very good skills and solid knowledge associated with the indicator.

******* Support any rankings of 0 or 1 with specifics and evidence*******

*****Universal Job Expectations*****		
Indicators:	Rating	Comments/Specifics
1. Job Knowledge/Technical Skills		*****Review JOB DESCRIPTION with employee and HIGHLIGHT areas needing improvement and or additional training. ***** (ATTACH TO EVALUATION) *****
Knows what needs to be done for position, able to work independently, takes initiative to seek out answers and solutions to job demands. Can identify problems and participates in solutions. Demonstrates effective/efficient use of technology e-mail, phone systems, computer use etc.		
2. Quality and Volume of Work		.
Is accurate, neat, attentive to detail, follows procedures/policies. Demonstrates consistent work output, honors commitments, is flexible and is willing to put in extra effort.		

3. Dependability		
Demonstrates consistent attendance, punctuality and reliability. Receives approvals and gives appropriate notice for schedule changes, absences, leaves, additional hours/overtime etc		
4. Organizational Abilities		
Organizes time and priorities effectively, meets deadlines, uses time efficiently and coordinates with others, including consulting with supervisor when workloads/priorities need adjustments.		
5. Motivation/Self Monitoring/ Judgment		
Is committed to job, energetic, demonstrates positive attitude and enthusiasm. Controls emotions and is able to remain calm and effective in stressful situations. Adapts to change in an effective manner, is willing to try new things. Is able to effectively resolve conflicts with staff, families and others. Uses good judgment, makes sound decisions and takes appropriate action.		
6. Internal/External Relationships		
Maintains good relationships with team, supervisor, other staff and families. Works effectively and harmoniously in a team environment. Willing to help others.		
7. Communication		
Communications, both verbal and written are clear, and use good grammar and spelling. Ensures that all communication is respectful, tactful, purposeful and non-judgmental. Accepts and gives feedback in a positive and productive manner. Demonstrates effective listening skills, being respectful of others opinions, positions and beliefs. Demonstrates appropriate and efficient computer/technology skills and use.		
8. Cultural Competency		
Employs a culturally competent and flexible approach with staff and families from various cultural backgrounds (race, country of origin, religious beliefs, economic status, family structure etc.), by being sensitive to, acknowledging, accepting and accommodating differences.		

9. Professionalism		
Ensures family and staff confidentiality by limiting conversations about them. Maintains safety of confidential information by not leaving papers, files, electronic data accessible to others. Maintains professional boundaries in relationships with staff and families by distinguishing between others needs and one's own, guarding against abuse of power/position, sexual misconduct, and use of inappropriate language.		
10. Hygiene and Safety		
Wears clothing, accessories and footwear that is appropriate to position and tasks. Assures appropriate personal hygiene, (no offensive body/breath odors, perfumes etc.). Uses safe work practices, anticipates unsafe conditions and takes appropriate action to report unsafe conditions.		

Review Profile to see if certifications are still required.			
Required certifications for position have been provided/renewed at this time.	Yes	No	If "No" staff person will be required to contact HR to make arrangements to comply. In certain instances there may be a consequence for non-compliance.

Overall Rating: Add up ratings and divide by 10.		**This average will be posted to staff database.
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Overall Summary of Evaluation:

List additional training recommended and/or required: (will be re-evaluated at 6 month probationary evaluation)

Employee Feedback & Comments:

Approval Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

- Copy to employee
- Copy to supervisor working file
- Original to HR