

**Employee Evaluation**

EMPLOYEE NAME: DATE OF EVALUATION:

EMPLOYEE POSITION:

*Complete each evaluation item, assigning a score based on your evaluation of each performance measurement. If the evaluation item does not relate to the employee’s position, utilize the N/A rating.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERFORMANCE MEASURE** | **Exceeds****Expectation****(2)** | **Meets****Expectations****(1)** | **Not Meeting****Expectations****(0)** | **N/A****(1)** | **COMMENTS**Provide a brief explanation/description of concerns regarding any areas where employee is not meeting expectations, along with plans for making necessary improvements. |
| 1. **Quality of Work**

Measure of accuracy, thoroughness, follow-through and consistency of employee’s work overall. If employee has a supervisory role, include an evaluation of supervisory skills and effectiveness as part of this section.  |  |  |  |  |  |
| 1. **Quantity of Work**

Measure of workload that employee is able to manage well |  |  |  |  |  |
| 1. **Attendance/Punctuality**

Measure of employee’s record of attendance and timeliness, including attendance at scheduled staff meetings.* + Expectation is generally no more than 6 unplanned absences in a given year
	+ Expectation is generally no more than 3 untimely incidences of tardiness in a given year (applies to appointments, getting charting/documentation completed, completing training assigned, etc.)
 |  |  |  |  |  |
| 1. **Dependability**

Measure of employee’s overall dependability in areas such as:* Quality of work
* Works as scheduled
* Shows up on time for appointments, meetings, etc.
* Meets deadlines (training, documentation, etc.)
* Consistently follows policies and procedures
 |  |  |  |  |  |
| 1. **Professional Communication Skills**

Measure of employee’s communications skills as it relates to communicating in a respectful, constructive, professional manner with co-workers and supervisors consistently |  |  |  |  |  |
| 1. **Customer-Focused Communications Skills**

Measure of employee’s communication skills as it relates to communicating in a respectful, constructive, professional manner with patients, family members, care partners and others that are part of employee’s work related interactions |  |  |  |  |  |
| 1. **Teamwork**

Measure of employee’s ability to work as a member of the team, supporting the team and contributing positively to the overall success of the organization |  |  |  |  |  |
| 1. **Ability to Work Independently**

Measure of employee’s ability to perform effectively in one’s role without close supervision* Can think and act independently but asks for direction and guidance when appropriate
 |  |  |  |  |  |
| 1. **Open to Feedback**

Measure of employee’s willingness and ability to consider other points of view, and to accept constructive feedback and react in a positive manner |  |  |  |  |  |
| 1. **Willingness to Take on Additional Responsibilities**

Measure of employee’s willingness to take on additional responsibilities when asked. Includes employee’s willingness to cover for other employee’s when asked.* Expectation is that employees will generally demonstrate a willingness to accept additional responsibilities when asked, if it is within the scope of their position and qualifications
* Expectation is that employees will accept at least 20% of requests to cover for other staff
 |  |  |  |  |  |
| 1. **Complies with Policies and Procedures**

Measure of employee’s record of complying with policies and procedures consistently* Expectation is that non-compliance, incidences or errors will not exceed 3 in a given year
 |  |  |  |  |  |
| 1. **Exhibits Effective Problem Solving Skills**

Measure of employee’s ability to effectively think, act and problem solve without close supervision |  |  |  |  |  |
| 1. **Eagerness to Learn New Job Skills**

Measure of employee’s willingness to learn new skills* Expectation is that employee completes education/training that is assigned (in a timely manner) and that employee completes training necessary to maintain the licensure/certification appropriate to their position
* Expectation is that employee will attend required training sessions
 |  |  |  |  |  |
| 1. **Asks Questions and Seeks Guidance as Needed**

Measure of employee’s ability to ask questions and seek guidance as needed and appropriate  |  |  |  |  |  |
| 1. **Makes Progress Towards Development Goals**

Measure of employee’s progress in meeting goals outlined in Work Plan and other Development Goals |  |  |  |  |  |
| 1. **This Home Health Aide has been supervised by a Registered Nurse every 14 days when skilled services have been provided or every 60 days for non-skilled.**

Measure of the employee’s ability to follow the patient plan of care respectfully, professionally, and within their scope contacting RN case managers when appropriate.  |  |  |  |  |  |
| **TOTAL EACH COLUMN:** |  |  |  |  |  |
| **TOTAL SCORE:** |  |  |

**Developmental Goals: Agree on and list 3 - 5 developmental goals for next review period.**

1.
2.
3.
4.

**Training Needs: List any specific training needed to improve job performance or make progress toward achieving agreed-upon developmental goals.**

1.
2.
3.

**EMPLOYEES COMMENTS:**

**ACKNOWLEDGEMENTS** Signatures below are intended to acknowledge review of the above evaluation and does not necessarily indicate agreement with theperformance assessment.

Employee’s Name (please print) Signature Date

Supervisor’s Name (please print) Signature Date

P:HR Forms/performance.eval.form

*Updated 7/2015*