

# Employee Performance Review

_____ Employee Name				_____ Position Title			<b>Employee Self Review</b>			<b>Supervisory Review</b>				
_____ Program		_____ Hire Date		_____ Evaluation Period		_____ End of Introductory Period			Seen as strength	Meets Requirements	Needs Improvement	Seen as Strength	Meets Requirements	Needs Improvement
_____ Supervisor's Name				_____ Supervisor Title										
1. Demonstrates knowledge and skills for position held.														
2. Has a clear understanding of policies and procedures.														
3. Quality of work is acceptable and meets established standards.														
4. Treats customers and staff with respect and in a timely manner.														
5. Documentation is prompt, accurate and legible.														
6. Completes assignments on schedule.														
7. Establishes appropriate priorities.														
8. Meets department productivity and outcome standards.														
9. Regular and prompt attendance with absences planned in advance.														
10. Demonstrates initiative and resourcefulness.														
11. Seeks opportunities to learn new skills and improve work processes.														
12. Demonstrates ability to adjust to change in job requirements.														
13. Demonstrates sound decision-making abilities.														
14. Communicates effectively.														
15. Listens effectively, comprehends, asks appropriate and timely questions.														
16. Addresses conflicts appropriately.														
17. Cooperates and works effectively with diverse groups.														

**Employee Self Review**

Provide additional information you wish to share regarding your accomplishments this past year including any professional development.

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Supervisory Review continued on reverse side

# Employee Performance Review

Employee Name \_\_\_\_\_

Position Title \_\_\_\_\_

## Supervisory Review

List areas for employee improvement and expected outcomes, if any.

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List examples of employee strengths

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Current Salary or Hourly Rate \$	New Salary or Hourly Rate \$	Percentage Increase	Effective Date
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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature does not necessarily mean agreement with this performance appraisal)

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Officer/Manager/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**Employee Performance Review**  
**(Continued)**

**Additional Measures for Staff with Client Treatment Responsibilities**

	Fully Meets Key Performance <u>Measures</u>	Needs Goals for Improvements On Key Performance <u>Measures</u>	Exceeds Key Performance <u>Measures</u>
18. Clinical skills and judgment. Ability to engage client with genuine empathy, identify and diagnose problem, develop appropriate treatment plan, accomplish goals and terminate treatment.			
19. Clinical record keeping. Accurate and timely completion of medical records, billing documentation, staff tracking, etc.			
20. Knowledge of treatment modalities and treatment process.			
21. Work related involvement in the community. (Use of Acollaterals in treatment, giving talks or serving on panels, participating on committees, developing resources, etc.)			

**Additional Measures for Staff with Management or Supervisory Responsibilities**

	Fully Meets Key Performance <u>Measures</u>	Needs Goals for Improvements On Key Performance <u>Measures</u>	Exceeds Key Performance <u>Measures</u>
22. Ability to see and understand the big picture. Degree to which organizational goals are under-stood and accepted. Degree to which employee operates from the perspective of broader goals and objectives as opposed to involvement in detail.			
23. Ability to analyze work, set goals, develop plan of action and utilize time to carry out assignments independently.			
24. Leadership ability: a) Ability to motivate; b) Delegation of tasks; c) Fairness/impartiality; d) Approachability; e) Achieve teamwork f) Train and Develop g) Measure work in progress h) Take corrective action if needed			
25. Work related involvement in the community (work with other agencies, giving talks or serving on panels, participating on committees, developing resources, etc.).			

**Additional Measures for Staff with Administrative/ Support Responsibilities**

	Fully Meets Key Performance <u>Measures</u>	Needs Goals for Improvements On Key Performance <u>Measures</u>	Exceeds Key Performance <u>Measures</u>
26. Provides support to internal and external customers by providing timely and friendly customer service. (approachability, respect of others, problem solving)			
27. Technical Skills i.e., computer, typing, ten-key, applicable rules and regulations			
28. Professional growth a) Attends external seminars/workshops to learn and or expand skills b) Takes advantage of internal training opportunities to expand knowledge base			

**COMMENTS: Please provide comments in those areas where performance exceeds key performance measures or needs goals for improving key performance measures. Please be specific when making comments concerning a particular key performance measure.**

**Employee Performance Review**

**(Continued)**

**COMPLETION/PROGRESS OF GOALS/EXPECTATIONS FROM PREVIOUS EVALUATION PERIOD:** This section summarizes completions or progress from previous goals set in last 12 months or less.

**GOAL S/EXPECTATIONS FOR FUTURE PERFORMANCE:** This section is for concrete action strategies or specific objectives to be accomplished during the next evaluation period. These can involve corrections of deficiencies, professional growth plan, continuing education plans, development of additional job responsibilities, etc. If a serious performance problem has been set forth, a time table for accomplishment of goals should be noted, including a schedule for reevaluation of the employee's progress.

**ACCOMPLISHMENTS/GENERAL COMMENTS**