

TCBHS Supportive Employment Staff Evaluation

The purpose of this employment evaluation is to identify areas that may need improvement in your work performance and acknowledge areas of strength.

Working within the recovery model, the goal is to provide you with both opportunities and support for personal growth. It is not meant as a judgment on you as a person; rather it is a helpful tool to be used collaboratively with your employer. Depending on your job description, some of the rated items may not apply to you. It is OK to leave them blank.

DIRECTIONS:

1. Circle the description next to each item that best fits how you see your own performance. Try to give specific examples in the box below the rated items. Also try to give specific ideas of the kinds of help you think you may need to improve. (NOTE: If you do not want to do this step alone, you can do it together with your employer)
2. Meet with your employer with the completed form and discuss your observations and comments. Clarify any differences between your perceptions. (Specific examples help the most).
3. Develop goals and a plan together.

TCBHS Supportive Employment Staff Evaluation

Employee Name (Please Print) _____

WORK SKILLS, HABITS, AND TOLERANCE

Interest, motivation or enthusiasm	Hesitant, slow to interest	Generally good but inconsistent	Eager, absorbed in all aspects of job
Ability to initiate activities, energy output	Slow to get started, needs multiple cues and prompts	Applies self to tasks with minimum prompts	Energetic, initiates tasks, shows leadership
Ability to follow through, concentration, attention span	Needs frequent reminders	Generally adequate attention, some lapses	Good attention and follow through
Ability to take directions, response to authority	Avoiding, openly defies authority, debates suggestions	Accepting, tolerant, responds to suggestions	Responds well to feedback; able to initiate change
Quality of workmanship, neatness, accuracy,	Below average, multiple errors	Acceptable, improving skills	Exact, few mistakes, careful attention to detail
Quantity of work, production	Below standard, less than required	Average or acceptable,	Above average Considerable work
Attendance, punctuality, regularity	Unpredictable, often late, inconsistent	Usually prompt, Fairly consistent	Regular, punctual, Stays overtime when needed

Specific examples of items:

Employee:

Employer:

Support needed (Employee perspective):

Goals/Plan:

SOCIALIZATION, ATTITUDE TOWARD OTHERS

Social participation	Little involvement with others at worksite	Tries to control social situations or is marginally involved	Enjoys interaction and enthusiastically participates
Verbalization, quantity and content	Often tangential or off track. Avoids conversation	Responds to conversation but either dominates or does not initiate conversation	Enjoys conversation and displays balance between listening to others and contributing to conversation.
Aggressiveness, hostility	May negatively affect work environment	Occasionally demonstrated. May cause minor difficulties, but generally able to resolve	None noticed. Pleasant and cooperative
Thoughtfulness, peer adjustment	Doesn't share, indifferent, unsupportive	Notices others and recognizes their needs	Actively interested in others. Praises and motivates others
Ability to work with others, cooperativeness	Stubborn, distant, aloof, critical, irritable	Friendly. May at times be overly passive or overly involved	Stimulates others, active, and friendly, group participant

Specific examples of items:

Employee:

Employer:

Support needed (Employee perspective):

Goals/Plan:

PERSONAL CHARACTERISTICS

Anxiety	Overly sensitive or otherwise shows anxiety that interferes with work	Moderately anxious, sometimes affects work	Able to control outward displays of anxiety. Affect is conducive to a calm and supportive environment
Judgment, dependability, responsibility	Needs reminding, often inaccurate, Not dependable	Average, accepts responsibility, usually reliable	Sound in judgment. Eager to advance
Frustration tolerance, self-control, emotional control	Occasional poor control, moody, easily frustrated	Mood seldom affects work, shows control	Very stable, well controlled

Specific examples of items:

Employee:

Employer:

Support needed (Employee perspective):

Goals/Plan:

GENERAL OBSERVATIONS

Work Appearance	Poor hygiene, cloths not appropriate	Occasionally careless with attire/grooming	Appropriate, presentation, well groomed
Learning capacity	Slow to catch on, poor retention	Able to learn with instruction	Learns rapidly. Remembers well
Knowledge of safety and agency policies	Partial knowledge, some mistakes, needs ongoing supervision	Learns correct procedures, a safe worker	Prevents safety problems, protects others
Use of time	Wastes time, poor organization, slow at decisions	Usually able to handle workload and manages situations	Efficient, busy and accurate

Specific examples of items:

Employee:

Employer:

Support needed (Employee perspective):

Goals/Plan:

Additional Comments (Employee):

Additional Comments (Employers):

Employee Signature/Date _____

Employer Signature/Date _____