

CHOICES — Staff Evaluation

Staff Name: _____ **Hire Date:** _____ **Today's Date:** _____

Please rate yourself on the following characteristics using this scale:

1-----2-----3-----4-----5 -----
 Always Frequently Occasionally Rarely Never

INTERACTIONS WITH CONSUMERS & OTHERS **Self CS CS CS**

Makes efforts to facilitate consumers to make choices and problem solve for themselves				
Discourages consumer from talking about other staff problems & concerns/Resists talking to consumers about other consumers and/or staff				
Maintains consumer confidentiality				
Follows agreed upon support plans that arise out of interactions with the consumer and the team				
Facilitates consumer involvement in community, agency, family, friendship groups				
Calls in daily to Community Specialists				
Functions as a team member and engages in a positive and cooperative manner with other staff				

EMPLOYEE QUALITIES

Knows and follows agency policy and procedures				
Projects a positive image of consumers and the agency				
Attends required job-trainings/ Makes sure all job-related paperwork is up-to-date and complete				
Dependably shows up and is on time for work shifts				
Turns in time cards, daily notes, mileage sheets and other paperwork on time.				
Documents all critical information and follows-up to make sure the information reached the appropriate person				

What is happening in your Job? – The Upside and Downside

<i>What you think? – Your perspective</i>	
What works, makes sense. The upside..	What doesn't work, doesn't make sense? The downside