

Employee Name: _____

Title: _____

Employee ID: _____

Department: _____

Supervisor Name: _____

Period Assessed: _____

- This performance assessment might be used to promote (position or monetary) an employee.
- Performance Assessment will be kept on file and may be referenced when needed.
- Supervisor should use a current job description (available on the website) when rating the performance assessment.

Section I: Review and Discuss Previous Goals from last year Assessment Period

Employee must rate goals from previous assessment year and discuss the goal status.

Predetermined Goals	STATUS	Employee Comments	Supervisor Comments
	<input type="checkbox"/> Completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Delayed <input type="checkbox"/> Cancelled		
	<input type="checkbox"/> Completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Delayed <input type="checkbox"/> Cancelled		
	<input type="checkbox"/> Completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Delayed <input type="checkbox"/> Cancelled		

Section II: Review and Discuss Goals for this Assessment Period

Employee must list goals to set and accomplish during this assessment year.

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Goals	Development Plan	Supervisor Comments

Section III: Competencies

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Employer and employee must discuss the 7 JSO competencies. Each of the competencies must be assessed over the past 12 month.

<u>Adaptability</u> Ability to manage sudden change in environment				
1- Unsatisfactory	2-Needs improvement	3- Meets Expectations	4-Exceeds Expectations	5- Exemplary
The JSO allows for protocol errors and possible incidences. Loses composure from daily changes in the environment.		Performs well under new changes, and comprehends new changes.		Helps the organization and residents respond to changes in environment with a positive attitude.
Comments:				Rating:

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<u>Accuracy</u> Filling out paperwork correctly and completely				
1- Unsatisfactory	2- Needs Improvement	3- Meets Expectations	4-Exceeds Expectations	5- Exemplary
Does not engage in the activity of submitting the proper documentation when correcting an error.		JSO sometimes submits the resident's behavior log within the 1-hour time frame.		Paperwork is consistently submitted in a timely manner.
<u>Comments:</u>				<u>Rating:</u>

<u>Critical Thinking</u> Objectively analyzes situations to identify the best course of action. Skillfully finds solutions and different approaches to problems by considering all information at hand.				
1- Unsatisfactory	2-Needs improvement	3- Meets Expectations	4-Exceeds Expectations	5- Exemplary
JSO does not attempt to resolve grievances, research root causes to problems, and they do not consider all information before acting.		JSO researches root causes to problems but does not consider all information before acting		JSO uses information learned researching root causes to problems. JSO applies that information learned by identifying the best approach and taking that approach.
<u>Comments:</u>				<u>Rating</u>

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Interpersonal Skills

The ability to communicate, relate, and cooperate effectively with others.

1 - Unsatisfactory	2- Needs Improvement	3 – Meets Expectations	4 - Exceeds Expectations	5 – Exemplary
JSO does not work well with supervisor, peers or residents.		JSO works well with supervisor and peers.		JSO strives to work with peers and supervisor. Actively looking to build rapport with peers and residents.
<u>Comment:</u>				<u>Ranking:</u>

Supervision

Actively engages in observing and providing a safe environment for residents while documenting their activities and behaviors.

1- Unsatisfactory	2 - Needs Improvement	3 - Meets Expectation	4 - Exceeds Expectations	5 - Exemplary
JSO doesn't reinforce positive behavior and rarely redirects negative/dangerous behaviors.		JSO holds residents accountable by enforcing mandatory rules and procedures.		Continuously observes residents and actively engages in prevention techniques to de-escalate stressful or potentially dangerous events while completing the necessary documentation.
<u>Comments:</u>				<u>Ranking:</u>

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<u>Professionalism</u> Professional appearance (dress code), attitude, respect, attendance, punctual, and ethics.				
1- Unsatisfactory	2-Needs Improvement	3-Meets Expectations	4- Exceeds Expectations	5-Exemplary
JSO does not follow the dress code, display disrespectful behaviors (i.e. interrupting, eye rolling), does not appear on time for shifts, and does not follow organizational ethics guidelines.		JSO routinely follows dress code, is able to minimize disrespectful behaviors and late arrivals, and is able to follow the organizational ethics guidelines.		JSO follows the dress code, displays no disrespectful behavior and displays a supportive attitude through active listening and empathetic actions. JSO arrives punctually to each shift, and follows organizational ethics guidelines.
<u>Comments:</u>				<u>Ranking:</u>

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Task Management/Planning Organized suite, performing tasks on time, following schedules.				
1 - Unsatisfactory	2 - Needs Improvement	3 - Meets Expectation	4 - Exceeds Expectations	5 - Exemplary
JSO fails to develop a plan for daily tasks, or failure to develop the appropriate plan to carry out assignments.		JSO develops an appropriate plan or schedule to perform tasks and daily assignments.		JSO has developed an appropriate plan to carry out the task, which has been tested and confirmed before the task is carried out.
<u>Comments:</u>				<u>Ranking:</u>

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