



Our Mission To provide quality services which enhance the lives of people with disabilities.

Annual Employee Evaluation

This evaluation is to be completed annually with each employee

Employee Name: _____

Position(s): _____

Department: _____

Direct Supervisor(s): _____

Hire Date: _____

Evaluation Period: _____

Section One: Employment Discussion & Self-Assessment

1. Do you enjoy your job at Quest Support Services Inc.?

2. What do you like most about your job?

3. What challenges or frustrates you in your employment?

4. In what areas have you been exceptional this year?

5. Which areas of employment are you working on to improve?



Our Mission To provide quality services which enhance the lives of people with disabilities.

Section Two: Employment Rating Scale

Circle the rating that best describes the employee's performance under each Performance Factor

Evaluated by Individual Care Supervisor: _____

Performance Factors	1		2		3		4		5	
<i>Documentation</i>	1	Needs constant direction to complete documents on time and accurately	2	Needs to improve their documentation skills	3	Sometimes need reminders or corrections regarding their documentation	4	Good documentation skills, and completes paperwork on time	5	Excellent documentation skills in all areas
<i>Co-worker Relationships</i>	1	Poor relationships with co-workers	2	Has had some issues with co-workers	3	Has adequate relationships with co-workers	4	Maintains good relationships with co-workers	5	Has been praised by co-workers
<i>Communication with Supervisor</i>	1	Fails to communicate with Supervisor and is difficult to get a hold of	2	Provides minimal feedback to Supervisor and does not respond to inquiries in a timely manner	3	Has adequate communication with Supervisor	4	Has good communication and responds to inquiries	5	Is accessible and provides valuable feedback to Supervisor
<i>Professionalism and conduct</i>	1	Not professional in the workplace	2	Has had some issues with professionalism in the workplace	3	Meets the professionalism standard of the work place most of the time	4	Meets expectations and there have been no concerns with professionalism	5	Is professional and represents the agency in a positive manner
<i>Individual relationships</i>	1	Has had several complaints from individuals	2	Has had a couple complaint from individuals	3	Has adequate relationship with individuals	4	Has very good relationships with individuals	5	Goes above and beyond to ensure they have good relationships
<i>Individual Programming</i>	1	Does not show acceptable understanding of programming	2	Has had a variety of issues and more training is required	3	Understands most, and has needed minimal follow up	4	Full understanding and confidence with programming	5	Fully understands programming and provides feedback and suggestions
<i>Compliance with agency policy and procedure</i>	1	Not aware of common agency policies	2	Aware of very basic policies	3	Works in accordance with agency policy, and needs very few reminders	4	Works in accordance to agency policy	5	Works in accordance to agency policy, and refers to policy often
<i>Knowledgeable of their role as a Disability Service Worker</i>	1	Does not demonstrate an understanding of basic job description	2	Understands the basics of their of description	3	Understands Job Description with very few reminders	4	Understands job description and their role as a DSWI	5	Goes above and beyond job description
<i>Compliance with agency Mission and Vision</i>	1	Is not aware of Mission and Vision of the company	2	Minimal familiarity with agency objectives	3	Aware of what the agency values	4	Aware of agency values and this is evident in day-to-day performance	5	Is fully aware of agency Mission and vision and works everyday in accordance with these values
TOTAL SCORE #1:										



Our Mission To provide quality services which enhance the lives of people with disabilities.

Evaluated by Employee Resource Supervisor: _____

Performance Factors	1		2		3		4		5	
1. Mandatory Employment Requirements	1	Has had a final warning and needs immediate improvement	2	Has had multiple disciplines for expired file requirements	3	Has had a disciplinary action or multiple concerns for expired file requirements	4	Very little reminding to complete requirements	5	Always maintains a complete file
2. Attendance, Punctuality and Consistency	1	Has had a final warning and needs immediate improvement	2	Has had multiple disciplines regarding attendance, punctuality or consistency	3	Has had a disciplinary action or multiple concerns regarding attendance, punctuality or consistency	4	Concerns regarding punctuality, attendance or consistency are rare	5	Always on time and consistent with scheduled shifts
3. Communication, Adaptability and Flexibility	1	Has had a final warning and needs immediate improvement	2	Has had multiple disciplines regarding communication, adaptability and flexibility	3	Has had a disciplinary action or multiple concerns regarding communication, adaptability, and flexibility	4	Concerns regarding communication, adaptability and flexibility are rare	5	Always communicates in a timely manner, is flexible and adaptable in a variety of situations
4. Time-off	1	Has had a final warning and needs immediate improvement	2	Has had multiple disciplines regarding short notice time off and/or exceeded allotted time-off as per policy	3	Has had a disciplinary action or multiple concerns regarding short notice time off or booking time off as per policy	4	Concerns regarding short notice time off or booking time off as per policy are rare	5	Always books time off according to Agency policy
TOTAL SCORE #2:										

Notes:

1. _____

2. _____

3. _____

4. _____

TOTAL SCORE #1: _____ **+ TOTAL SCORE #2:** _____ **= TOTAL SCORE:** _____

- 13 – 30: Unsatisfactory – Needs improvement
- 31 – 38: Development Needed – Performance is satisfactory but improvements need to be made
- 39 – 52: Meets Expectations - Understands role and performs in accordance with agency standards
- 53 – 65: Exceptional Performance - Goes above and beyond job description



Our Mission To provide quality services which enhance the lives of people with disabilities.

Section Three: Goals

Current Goals:

- 1. _____
- 2. _____
- 3. _____

Have you achieved your goals? Please elaborate.

New Goals:

- 1. _____
- 2. _____
- 3. _____

Management will support the employee to achieve their goals in the following ways:

I understand that if I do not agree with this evaluation, I may discuss these concerns with an Associate Director

I have reviewed and updated the Employee Agreements on my Employee File

Completed by:

Employee Name (Print) Signature Date

Supervisor Name (Print) Signature Date

Reviewed by: _____ ERC Representative (Print Name) Signature Date
--