



EVALUATION FORM
Direct Care Staff - Level V

Date of Hire: 8-3-2008 Name: Jason Mann Date: 4-23-20

- A. The following categories represent the major scope of the employee's responsibilities. Each area is to be rated by the employee's supervisor. Based on the 3 items listed below, please check the rating box for each category which most closely identifies the employee's annual performance and competency levels.
1. YES (Y): All standards/expectations are met in that Category.
 2. NO (N): None if the standards/expectations were met in that Category.
 3. INCOMPLETE (I): Some of the standards/expectations were met in that Category.

| Competency Category | Y | N | I | Explanation of Rating |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------|----------------------------------|------------------------------------------------|
| Follows all company Policies and Procedures. As evidenced by no Progressive Actions. | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jason knows Policies & Procedures |
| Employee Attendance: On time, no call offs, work attendance within policy guidelines. As evidenced by Time Sheets. | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jason does not miss work |
| Administers medication for all clients in the home | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jason does administer medications |
| Completes new client orientation in a timely and effective manner. Makes the client feel welcome and at home. | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jason makes clients feel at home |
| Training and completion of the orientation checklist with new employees is done properly and in a timely manner | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | Jason needs to help new hires with orientation |
| Assists in coverage of houses when needed | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jason does assist in hallways |
| Participates in the interview and evaluation process when requested | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jason will participate when needed |
| Ensures daily and monthly vitals and weights are recorded and accurate | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jason does ensure weights |
| Maintains and completes accurate sharps, cigarette, and phone logs | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jason checks all sharps logs |
| Has a strong understanding of the fire drill procedures | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Jason knows & understand fire drills |
| Prepares craft and activity ideas | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | Jason needs to assist more in activity ideas |



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Strengths:

- 1. Jason has a good rapport with the residents
2. Jason handles emergency situations very well

Areas for Development:

- 1. Learning new policies and procedures as they come
2. Be able to follow policies with all staff

B. Please state at least two goals/objectives you would like to accomplish in the next year:

1. Goal: To learn the new policies and procedures as they change.
How will I get there?: To read new policies as they change.

2. Goal: To Follow all policies with staff
How will I get there?: To be more visual of all staff with policies when staff are not following you.

Are annual In-Service Trainings complete? [X] Yes [] No
If no, when are they scheduled? _____

Is TB test current (3 years)? [X] Yes [] No
If no, one needs to be scheduled immediately.

Is Annual Health Review Form current? [X] Yes [] No
If no, one needs to be filled out immediately.

Is Driver's License current/valid? [X] Yes [] No
If no, needs to be renewed immediately.

Jason Mann
Employee Signature

4/23/20
Date

Roberta Clemens
Evaluator's Signature

4/23/20
Date

Roberta Clemens
Home Manager's Signature

4/23/20
Date