



EVALUATION FORM

Direct Care Staff

Date of Hire: 5-25-20 Name: Andre Steward Date: 10-26-20

A. The following categories represent the major scope of the employee's responsibilities. Each area is to be rated by the employees 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
Employee Attendance: On time, no call offs, work attendance within policy guidelines. As evidenced by Time Sheets.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	needs work on communicating other jobs schedule. Also needs work on tardiness
Completes electronic & paper documentation correctly at the end of each shift. As evidenced by incomplete documentation. (unfinalized notes, unsealed forms, incomplete data on paper documentation)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completes documentation as assigned. NO unfinalized documentation
Mandatory Reporting is done on time, when required. (ie: abuse, neglect, AWOLs, etc..) As evidenced by Incident Report or Reports from internal or external parties.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	understands how to report abuse, neglect, AWOL's, event reports of ITR's
Follows all company Policies and Procedures. As evidenced by no Progressive Actions.	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	needs work on communicating other job schedule of tardiness
Completes assignments from Management Staff. As evidenced by Home Manager or no Progressive Actions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	completes assignments as assigned.
Complete shift duties, including daily cleaning tasks, assists & interacts with residents and follows activities schedule. As evidenced by Progress Notes, no Progressive Actions and appearance of home.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completes shift duties of cleaning as assigned. Interact w/ consumer & treats consumer w/ dignity & respect
Prepares, implements and follows the Dietary needs of all residents. (Menus, Diet Orders) As evidenced by documentation on menus and observation of meals being served.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	understands & follow dietary needs.
Mandatory meetings and trainings attended. As evidenced by Sign-in Sheets or Training documentation.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	all training completed & up to date
For assigned Residents, adheres to the Treatment and/or Behavior Plans goals and objectives. As evidenced by Progress Notes.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	follows IPOS & BTP



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Strengths:

- 1. Being a leader getting my job done.
2. Working with everyone on the floor.

Areas for Development:

- 1. Being more confident with myself trusting myself.
2. Being more learn how to not get frustrated with myself

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

- 1. Goal: one of my goals is to move up from the floor to lead
How will I get there?: keep working hard.
2. Goal: pay attention on how meds are passed.
How will I get there?: watch other leads take notes.

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.

Andra Steward
Employee Signature

10/26/2020
Date

Andra Steward
Evaluator's Signature

10/26/2020
Date