



**EVALUATION FORM**

Direct Care Staff - Level V

Date of Hire: 6/3/2003 Name: Kineta Harrington Date: 10/12/20

- 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"/>	Firm understanding of policies and 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"/>	Reports for all scheduled shifts.
Administers medication for all clients in the home	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Does great in the medication room.
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"/>	Greets new clients, introduces herself and assist the client as needed.
Training and completion of the orientation checklist with new employees is done properly and in a timely manner	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completes assigned task without trouble and promptly.
Assists in coverage of houses when needed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Will work either house as needed.
Participates in the interview and evaluation process when requested	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Will do so if asked or when asked.
Ensures daily and monthly vitals and weights are recorded and accurate	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completes monthly vitals if done on scheduled shifts.
Maintains and completes accurate sharps, cigarette, and phone logs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completes all required documentation
Has a strong understanding of the fire drill procedures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Excellent understanding of all drills.
Prepares craft and activity ideas	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively completes crafts



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Strengths:

- 1. Excellent understanding of all daily duties and is able to explain procedures to new staff as well as clients without any issue.
2. Excellent documentation from daily notes to reports. Gives a very clear image of what occurred to the reader.

Areas for Development:

- 1. To continue to gain knowledge of recently update policies and procedures.
2.

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

- 1. Goal: Gain more knowledge of the updated policies & procedures
How will I get there?: Read up on them.
2. Goal: Make more money
How will I get there?: Trying to figure that out.

Are annual In-Service Trainings complete?
If no, when are they scheduled?

[X] Yes [ ] No

Is TB test current (3 years)?
If no, one needs to be scheduled immediately.

[X] Yes [ ] No

Is Annual Health Review Form current?
If no, one needs to be filled out immediately.

[X] Yes [ ] No

Is Driver's License current/valid?
If no, needs to be renewed immediately.

[X] Yes [ ] No

[Handwritten Signature]
Employee Signature

10.20.20
Date

[Handwritten Signature: S. Freislinger]
Evaluator's Signature

10.20.20
Date

[Handwritten Signature: S. Freislinger]
Home Manager's Signature

10.20.20
Date