



EVALUATION FORM

Direct Care Staff

Date of Hire: 9/21/2020 Name: Kayla Calkins Date: 12/28/2020

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
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"/>	See attached 1.
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"/>	See attached 2.
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"/>	See attached 3.
Follows all company Policies and Procedures. As evidenced by no Progressive Actions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	See attached 4.
Completes assignments from Management Staff. As evidenced by Home Manager or no Progressive Actions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	See attached 5.
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"/>	See attached 6.
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"/>	See attached 7.
Mandatory meetings and trainings attended. As evidenced by Sign-in Sheets or Training documentation.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	See attached 8.
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"/>	See attached 9.



EVALUATION FORM

Direct Care Staff

Strengths:

- 1. Attendance, See attached 10.
- 2. Care for the resident, See attached 11.

Areas for Development:

- 1. Learning new skills, See attached 12.
- 2. Leadership, See attached 13.

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

- 1. Goal: To move up as many levels as I can
How will I get there?: hard work, studying, doing my best
- 2. Goal: get to know the residents better and provide the best care.
How will I get there?: hardwork, being personable, putting in the effort.

Are annual In-Service Trainings complete?

Yes No

If no, when are they scheduled? _____

Is TB test current (3 years)?

Yes No

If no, one needs to be scheduled immediately.

Is Annual Health Review Form current?

Yes No

If no, one needs to be filled out immediately.

Is Driver's License current/valid?

Yes No

If no, needs to be renewed immediately.

[Signature]
Employee Signature

12/30/20
Date

[Signature]
Evaluator's Signature

12/30/2020
Date

1. You are always on time and have not, to my knowledge, called in for a shift. You follow company policies in regards to attendance and work well with the schedule and scheduling.
2. Your writing in notes is professional and done within the time parameters requested. Charting is done well, and you are careful to use objective writing in your charting. You are doing well in this area, keep up the good work!
3. When required, you do report what needs to be reported. In addition, you are very good at asking to if you are unsure of something. You do well in looking out for our resident and seeing that he is well cared for and protected.
4. You have no progressive actions and follow company policies and procedures very well.
5. All assignments/ tasks that you have been given to you have been completed and completed well.
6. You are always looking for activities or other ways to interact with our resident. Daily duties are completed when you are on shift and you also look for ways to include our resident in these duties. You have received no progressive actions in this area.
7. Our resident does not have a restrictive diet. However, you are very good at looking for things that he will eat, things he likes and healthier alternatives to those foods.
8. You have attended all mandatory trainings and meetings. You are very good at making sure that you can attend these.
9. All treatment and behavioral plans are followed very well. You did well to familiarize yourself with these when he moved in, as to provide the best treatment and care for our resident.

STRENGTHS

10. Your attendance as been perfect! This is definitely one of your strong points. You prioritize work and make sure that you are here when you are scheduled. You also are willing to move things around to help cover openings. While nobody can be expected to cover every shift that is open, I feel that you have done your part to help out when needed.
11. The care of our resident is seemingly priority #1 when you are here. You are usually engaging with him when he is up and you are constantly looking for ways to interact, better and enrich his life. You go above and beyond in this area and are always looking into the care of our resident.

AREAS FOR DEVELOPMENT

12. It would be very beneficial for you to learn new skills to make you better and more efficient at your job. With opportunities for advancement, we can all use new skills and knowledge to better our professional careers.
13. Leadership is a big part of advancement with beacon. From Senior staff to assistant and home manager. It would be nice to see you take a little more initiative to be a leader within the home.