



EVALUATION FORM
Direct Care Staff - Level V

Date of Hire: 6/30/2016 Name: Cerita Johnson Date: 6/30/2021

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 all 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"/>	Willing to pick up shifts when needed as well.
Administers medication for all clients in the home	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Administers medications on time with no errors.
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"/>	Completes all necessary documentation for new clients.
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"/>	Willing to complete any and all assigned task.
Assists in coverage of houses when needed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Picks up shifts as needed.
Participates in the interview and evaluation process when requested	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has not been requested to do so but would if asked.
Ensures daily and monthly vitals and weights are recorded and accurate	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Great at documenting.
Maintains and completes accurate sharps, cigarette, and phone logs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No issues.
Has a strong understanding of the fire drill procedures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completes drills as necessary.
Prepares craft and activity ideas	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Rarely due to being night shift but more than willing.



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Strengths:

- 1. Amazing at making sure all documentation is complete and accurately.
2. Willing to go above and beyond, completing anything that is asked of her.

Areas for Development:

- 1. Planning activities for the clients during 3rd shift.
2. Continue to gain knowledge of company policies and procedures.

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

- 1. Goal: To continue to gain knowledge of Policy and Procedure
How will I get there?: I will make sure to periodically check the website for any new procedures
2. Goal: to continue to gain skills and knowledge of gentel flexing ad...
How will I get there?: I will take the gentel flexing class when available to learn proper technique

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.

[Handwritten Signature]
Employee Signature

6/30/21
Date

[Handwritten Signature]
Evaluator's Signature

6/30/21
Date

[Handwritten Signature]
Home Manager's Signature

6/30/21
Date