



EVALUATION FORM

Direct Care Staff

Date of Hire: 12/13/2019 Name: Antonia Perales Date: 4/25/2022

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"/>	
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 all need documentation. Helps with checking all home documentation & training of incoming staff
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"/>	
Follows all company Policies and Procedures. As evidenced by no Progressive Actions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Completes assignments from Management Staff. As evidenced by Home Manager or no Progressive Actions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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"/>	Will stay over on shift to ensure all tasks are completed and assist in whatever needed areas
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"/>	
Mandatory meetings and trainings attended. As evidenced by Sign-in Sheets or Training documentation.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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"/>	Very knowledgeable. Assists with training new/old staff on plans



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Direct Care Staff

Strengths:

1. Willingness to help; asks if there are tasks needing to be done, executes & follows through in areas needed
2. Takes the initiative to learn and grown within the home/company

Areas for Development:

1. Continue to trust instincts - you know more than you give yourself credit for
2. _____

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

1. Goal: Continue to advance through the level system - Assistant manager and/or Home manager
How will I get there?: Continue to learn policies and procedures, learn day-to-day systems

2. Goal: _____
How will I get there?: _____

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Employee Signature

4/25/22

Date

Jamara White

Evaluator's Signature

4/25/2022

Date