

ANNUAL DIRECT SUPPORT PROFESSIONAL EVALUATION

Employee's Name: Shawnda Heimbrecht

Location: Emerson

Evaluation: 2022

STEPS for the Annual Review Process

1. PC completes the Annual Evaluation Form. Be sure to add employee name and location.
2. PC sends the completed Annual Evaluation Form to HR (do not meet with the employee until after HR reviews it)
3. HR reviews and completes their items on the Annual Evaluation Form
4. HR sends the completed Annual Evaluation Form to the PC
5. PC meets with the employee to review the Annual Evaluation Form together
6. PC and employee sign and date the Annual Evaluation Form
7. PC distributes the signed Annual Evaluation Form:
COPY: in employee's training book
ORIGINAL: send to HR

INSTRUCTIONS for completing the Annual Evaluation Form:

1. Please review the sections in the evaluation and, under the PC column, check the best answer of Yes, No or Needs Improvement (NI).
2. Please type a paragraph under Supervisor Comments responding to each area, explaining why you chose the answer you did, and if needed, how the employee could improve.

COMPETENCIES**PC**

- | | |
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| 1. Does the employee make good use of their time at work? | NI |
| 2. Does the employee use the timeclock punch system as expected? | Yes |
| 3. Does the employee have any tardiness or attendance concerns? | NI |
| 4. If a staff meeting was missed, was the makeup packet completed in a timely manner? | No |
| 5. When completing documentation, incidents reports and behavior reports, is it objective, does it provide a clear picture of the event and does it document goal progress accurately? | Yes |
| 6. When using (client or house) money, employee consistently counts it at the beginning and end of their shift? | Yes |
| 7. Does the employee understand each IAPP for each person served and able to locate them in the homes? | Yes |
| 8. Does employee listen to the clients about their concerns? | Yes |
| 9. Does employee stay informed by reading the communication log, new goal or behavior changes? | Yes |
| 10. Does the employee seem to understand the difference between punishment and consequences? | Yes |
| 11. Is the employee careful about confidentiality such as which information can and cannot be released to others? | Yes |
| 12. Does the employee work within the scope of the Vulnerable Adult Act? | Yes |
| 13. Does the employee understand how to teach the client to be independent and provide effective training? | Yes |
| 14. Does the employee respond the same to each client without showing favoritism? | Yes |
| 15. Does the employee know the client's rights and advocate for them? | Yes |
| 16. Does the employee show competency in de-escalation techniques? | Yes |
| 17. Does the employee show competency in person centeredness? | Yes |
| 18. Does the employee complete the responsibilities expected of the shifts they work? | NI |
| 19. Does the employee know, understand and support ORH policies and procedures? | Yes |
| 20. Does the employee contribute to ensuring the safety of other staff and clients by following safety policies and doing safety related responsibilities such as shoveling, use of ice melt, cleaning, etc? | Yes |
| 21. Is the employee a good role model for the clients and other staff by attitude, dress, work ethic, honesty, enthusiasm, etc? | NI |
| 22. Are there concerns with medication passing? | No |
| 23. Are there any concerns relating to safety, property or use of vehicles? | Yes |
| 24. Did the employee have any disciplines over the last year? | Yes |
| a. If yes, provide in the comments section what the discipline was related to and have these concerns improved? | |

Overall Supervisor Comments:

Shawnda displays some actions that are not appropriate at a workplace setting as reported by numerous staff as discussed during her coaching note in October. Shawnda needs to find a replacement if not feeling well enough to be at work. Shawnda also knows the job expectations that were already discussed during the coaching note. Shawnda needs to be part of the team and share all responsibilities. I have seen some improvement since these discussions. On 9-08-22 overslept coming to work 40 min late with staff calling and waking her up. Shawnda called in too late on one occasion 9-29-22 not giving the full 2 hours prior to shift as it states in the policy. Shawnda is currently doing all of the pictures and monthly articles for the monthly newsletter which is great. Thank you. Shanda does have skills and ideas for art and craft projects for the clients. Shawnda has

also stepped up and is doing most of the menus and shopping for the house. Shawnda does a great job with meds and documentation. This is a great help to everyone. Shawnda worked on Star Training while working the day shifts with myself. She currently has 3 months worth of training to catch up on. I am sure she will get this completed before the 1st of the year. I also appreciate all the extra shifts that Shawnda picks up.

Employee Questions to be discussed during the review (supervisor should record):

1. Does the employee enjoy their position and being a part of the house team? Why or why not?
Yes I enjoy being a part of the team. I enjoy seeing clients accomplishments. It is very rewarding.
2. What does the employee feel are their top 2 strengths?
patience, being person centered.
3. What does the employee feel is an area that could use improvement? (goal for coming year)
Further education, very interested in the health field.
4. What would you as an employee like to learn more about in your job?
Learning new coping skills for behaviors, being open to new ideas.
5. Does the employee have any suggestions as to how to make the house run more efficiently?
Hire new people, people that want to make a difference in clients lives.
6. Is there an area the employee feels has not been addressed?
I feel everything is addressed in a timely fashion.

Employee Acknowledgment: I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the supervisor evaluation.

Employee Signature: Shawnda Helmbrecht Date: 11-15-22

Supervisor's Signature: Traci Kern Date: 11/15/22

*** ORIGINAL COPY TO HR - ONE COPY TO EMPLOYEE BOOK ***