

ANNUAL PROGRAM COORDINATOR EVALUATION

Employee's Name: Mary Boucher

Location: 809

Evaluation: 2023

STEPS for the ANNUAL Review Process

1. Supervisor completes the ANNUAL Evaluation Form
2. Supervisor 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 Supervisor
5. Supervisor meets with the employee to review the ANNUAL Evaluation Form together
6. Supervisor and employee sign and date the ANNUAL Evaluation Form
7. Supervisor 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 choose the best answer for each item.
2. Please comment under Supervisor comments responding to each area, explaining why you chose the answers you did.
3. Once you have completed the review please return the evaluation to Human Resources before meeting with the employee.
4. HR will review the evaluation and return it to you so that you may meet with the employee to review the evaluation together. At that time, you and the employee can develop any action plans that are necessary.

JOB SPECIFIC**Time and Attendance - Supervisor to complete**

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| 1. Does the employee make good use of their time at work? | Yes |
| 2. Does the employee arrive at meetings and in-services on time? | Yes |
| 3. Does the employee have any tardiness or attendance concerns? | No |
| 4. Have these concerns been addressed with the employee? | N/A |
| 5. Does the employee use the timeclock punch system as expected for themselves? | Yes |
| 6. Does the employee complete their STAR training in a timely manner? | Yes |
| 7. Does employee hold their house employees accountable in all these areas? | Yes |
| | Select |

Supervisor Comments:

Mary works a lot of hours and extra shifts. She stays up-to-date on her STAR training.

Documentation - Supervisor to complete

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| 1. When completing documentation, is it objective, does it provide a clear picture of the event and does it document goal progress accurately? | Yes |
| 2. Does employee show competency in completing incident and behavior reports and teach staff to do so as well? | Yes |

Supervisor Comments:

Mary takes documentation seriously and also encourages her staff to thoroughly document. Mary is encouraged to try to put a more positive spin on her client reports so that the good things can be celebrated by the team. Mary and her staff do many great things with the individuals, so we want to be sure they are taking credit for it all.

Knowledge - Supervisor to complete

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| 1. Does employee appear to keep the location and staff informed of changes that may occur? | Yes |
| 2. Does employee understand the difference between punishment and consequences for clients? | Yes |
| 3. Does employee know, understand and support ORH policies and procedures? | Yes |
| 4. Is the employee careful about confidentiality and releasing information appropriately? | Yes |
| 5. Does the employee respond to email in a timely manner? | Yes |
| 6. Does the employee demonstrate good boundaries with staff and clients? | Yes |
| 8. Does the employee complete the responsibilities expected of the shifts they work and hold staff accountable to do the same? | Yes |

Supervisor Comments:

Mary is very knowledgeable.

Client Related Issues - Supervisor to complete

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| 1. Does employee know what is in each client's IAPP? | Yes |
| 2. Does employee understand how to teach the clients to be independent? | Yes |
| 3. Does employee respond the same to each client without showing favoritism? | Yes |
| 4. Is employee flexible in response to different clients and situations? | Yes |
| 5. Does employee know the client's rights, and advocate for them? | Yes |

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| 6. Is employee a good role model for the clients and other staff by attitude, dress, work ethic, honesty, enthusiasm, etc.? | Yes |
| 7. Does employee accept and offer compliments, criticism, and suggestions? | Yes |

Supervisor Comments:

Mary knows her clients well and encourages them to give back to their community. Mary had difficulty with a new client who has since moved out. While he was challenging in many ways, he was likely very similar to what the 3 other guys in the home were like when she first started working with them. Mary had nothing positive to say about this client and the entire house spoke negatively about him. It was very sad to witness as Mary has been such a positive influence on the other three 809 individuals.

Safety/Property/Vehicle - Supervisor to complete

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| 1. Does the employee contribute to providing a warm and cozy atmosphere for the clients' home? | Yes |
| 2. Does the employee alert the office of things that need attention, repair or of things needed to be purchased? | Yes |
| 3. 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 |
| 4. Does the employee contribute to care and cleanliness of the vehicle? | Yes |

Supervisor Comments:

Mary expects staff to complete their cleaning duties and to keep the home and property safe for all.

Financial - Finance Department to complete

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| 1. Does employee complete the timeclock system supervision responsibilities each payroll such as edits, approvals and send in a completed payroll summary report? | Yes |
| 2. Are occupancy reports submitted in a timely manner? | Yes |
| 3. Are house budgets submitted in a timely manner each month? | Yes |
| 4. Are house budgets completed accurately and include all receipts? | Yes |
| 5. Are client ledgers submitted in a timely manner each month? | Yes |
| 6. Are client ledgers completed accurately, legible and include all receipts? | Yes |

Finance Department Comments:

Mary does a great job in this area

General

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| 1. Does the employee meet expectations of quality, quantity and punctuality of work? | Yes |
| 2. Does the employee follow policy and training regarding staff issues? | Yes |
| 3. Does the employee's supervisory skills meet expectations? | Yes |
| 4. Has the employee had any disciplines over the last year? If yes- explain in comments. | No |
| 5. If yes to #4, have these concerns improved since review with the employee? | N/A |

Supervisor Comments:

As stated earlier, Mary works a lot of hours. Mary needs to address any performance issues in the moment to avoid them getting worse with time. No one likes confrontation, but it is important that we try to deal with issues as they arise by giving feedback to hopefully change staff's behavior.

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

1. Does the employee appear to enjoy their position and being a part of the house team?
2. What does the employee feel are their top 2 strengths?
Yes
3. What does the employee feel is an area that could use improvement? (goal for coming year)
Dependable, Team Player
4. What would you as an employee like to learn more about in your job?
Try not to form too quick of an opinion on new client
5. How could we use your talents and experience better?
Learning about diagnoses
6. How can your supervisor help you in any of the areas discussed?
It is being used
7. Is there anything the employee wants to discuss that hasn't been addressed yet?
Continue to have an open door & listen to concerns.

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: *Mary Boucher* Date: *12/22/23*
 Supervisor's Signature: *[Signature]* Date: *12/22/2023*

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