

90 DAY STAFF EVALUATION - Life Skills Trainer

 ORIGINAL

Employee's Name: Austin Thorton

Location: Wadena SILS

Evaluation Date: 3/26/24

STEPS for the 90 Day Review Process

1. PC completes the 90 Day Evaluation Form
2. PC sends the completed 90 Day Evaluation Form to HR (do not meet with the employee until after HR reviews it)
3. HR reviews and completes their items on the 90 Day Evaluation Form
4. HR sends the completed 90 Day Evaluation Form to the PC
5. PC meets with the employee to review the 90 Day Evaluation Form together
6. PC and employee sign and date the 90 Day Evaluation Form
7. PC distributes the signed 90 Day Evaluation Form:
COPY: in employee's training book
ORIGINAL: send to HR

INSTRUCTIONS for completing the 90 Day 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.

Orientation / New Hire		PC	HR
1. Has the employee completed all of office orientation? If no, what still needs to be completed?	Yes	<input type="checkbox"/>	
2. Has employee completed all of SILS specific orientation and checklist has been completed and signed? If no, what still needs to be completed?	Yes	<input type="checkbox"/>	
3. Does employee get along with co-workers? If NI or no, what appears to be an issue that is preventing this?	Yes		
4. Does the employee appear to fit in as a part of the SILS team? If NI or no, why not:	Yes		
5. Has the employee been able to work the hours/ shifts they were hired for? Hired for: <u>Part-Time</u> Working: <u>Part-Time</u> If no, why not:	Yes	<input type="checkbox"/>	
6. Has the employee been trained on time and attendance expectations?	Yes	<input type="checkbox"/>	
7. Has the employee been trained on documentation expectations?	Yes	<input type="checkbox"/>	

Supervisor Comments:

Austin has completed all his orientation materials and is continuously still completing his online training. DC has sent reminders when Austin has incompletd training videos and he completes them in a timely fashion. Austin is on-time for his clients based on their needs.

Time and Attendance		PC	HR
1. Does the employee show up for work and ready to begin with the client on time?	Yes		
2. Does the employee make good use of time when with the client?	Yes		
3. Is the employee able to rearrange their schedule and use time efficiently when a client cancels?	Yes		
4. Does the employee arrive at meetings and in-services on time?	Yes		
5. Does the employee complete time card and documentation sheets on time and accurately?	Yes		
6. Does the employee make good use of the client's allowable hours?	Yes		
7. How many times has the employee been tardy in the last 90 days?	0	<input type="checkbox"/>	
8. If tardies, did the employee provide notice for the tardies?	NA		
<u>Dates</u>	<u>Reason Given</u>		
Date	Begin typing here		
Date	Begin typing here		
Date	Begin typing here		
Date	Begin typing here		
9. How many times has the employee been absent in the last 90 days?	0		
10. Did employee give proper notice when shift was missed?	NA		

<u>Dates</u>	<u>Reason Given</u>	<u>Excused/Unexcused</u>
Date	Begin typing here	Select
Date	Begin typing here	Select
Date	Begin typing here	Select
Date	Begin typing here	Select

Supervisor Comments:

Austin is on-time for the services he provides to the individuals he sees. Austin has been able to adjust his schedule as needed for client changes. Austin completes his documentation sheets on time and hands them in each day.

Time and Attendance Summary

Documentation	PC	HR
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- | | | |
|---|-----|--|
| 1. When completing documentation, is it objective? | Yes | |
| 2. Does it give a clear picture of the event? | Yes | |
| 3. Does it document goal progress accurately? | NI | |
| 4. Does the employee turn in documentation (billing sheets and timesheets) on time? | Yes | |

Supervisor Comments:

Austin does very well with writing a clear picture of what happened. At times, when a goal was not worked on during the service hours, he will not record that goal. DC asks that Austin still record if the goal was not worked on by circling the correct choice provided on doc sheet or to write why goal was not worked on during service hours so then supervisor is aware of the reasoning. Otherwise, Austin does very well with completing the documentation sheets and turning them in on time.

Documentation Summary

Knowledge	PC	HR
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- | | | |
|--|-----|--|
| 1. Does employee listen to the clients about their concerns? | Yes | |
| 2. Does employee ask supervisor questions when unsure of a client situation? | Yes | |
| 3. Does employee know, understand and support ORH policies and procedures? | Yes | |
| 4. Is the employee careful about confidentiality? | Yes | |
| 5. Does employee know which information can and cannot be released to others? | Yes | |
| 6. Does employee understand and implement the Data Privacy and Vulnerable Adult Act? | Yes | |

Supervisor Comments:

Austin is knowledgeable in this area. He asks questions when he has them.

Knowledge Summary

Client Related Issues	PC	HR
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- | | | |
|---|-----|--|
| 1. Does employee know what is in each client's IAPP? | Yes | |
| 2. Does employee understand how to teach the client 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 | |
| 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:

Austin is great at understanding each individual has their different ways of learning and what tasks they need assistance with. Austin responds to each person in a way that makes sense to them. Austin helps his individuals with their goals and works towards more independent living skills. Austin is a great role model for the people he supports because he has a good attitude everyday and visually has a nice appearance that makes his individuals enjoy his presence.

Client Related Issues Summary

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

1. What do you as an employee see as the most important part of your job?

Being able to listen and communicate well with each person to

2. What would you as an employee like to learn more about in your job?

more efficient ways to help people with their goals.

ensure their personal goals and life are improved.

3. How could we use your talents and experience better?

Being able to work with multiple at one time and able to understand and help them where spot as much as possible.

4. How can your supervisor help you in any of the areas discussed?

Being involved or around when questions arise.

Additional areas that need to be worked on (completed by the supervisor):

continue to fill out doc sheet fully.

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: [Signature] Date: 09/01/24

Supervisor's Signature: [Signature] Date: 5/1/24

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