



60 DAY EMPLOYMENT REVIEW

EMPLOYEE NAME: MARCUS JOHNSON **DATE OF REVIEW:** 4/21/21

I. Hiring and Orientation Requirements

- Supervisor confirms that all required employment documents were submitted.
- Supervisor verifies that New Employee Orientation Checklist is completed
--attach to 60 Day Employment Review and Training Summary.
- Employee and Supervisor review completed training to confirm that all orientation requirements were met.

II. Performance of Support-Related Job Functions (Include individual's supported input and other supervisory observations)

Marcus is very attentive and compassionate in his work with the gentlemen he provides supports to at Knollwood. He makes sure they are up to date on their appointments, go on personal outings, and that maintenance requests/issues are completed and taken care of.

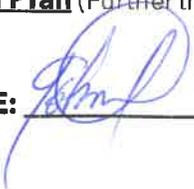
III. Implementation of Employment Responsibilities (Refer to job description and personnel policies)

Marcus does an excellent job by making sure Knollwood is clean, adequate groceries have been ordered/purchased, and goes above and beyond with shift coverage.

IV. Employee Satisfaction with Position (Employee comments re: job responsibilities)

- What aspects of the support work and/or job position were not fully covered beforehand? In what areas do you feel that you could benefit from more training?
- Is the number of work hours satisfactory for you at this time?
- What type and amount of communication are you having with each supervisor? Is this sufficient? Are you satisfied with each supervisor's responsiveness?
- Describe any situations in which you have been uncertain or uncomfortable. How did you respond to these situations? How were these situations resolved?
- What issues do you foresee with the people you support and/or your job position?
- Do you have any other employment-related needs at this time?
- Do you have the Resource Numbers, Transportation Policy, etc. for office personnel and for emergency use? (If not, provide)

V. Identified Areas and Plan (Further training, job monitoring, additional supervisory mtgs.)

EMPLOYEE SIGNATURE: 

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