



Our Mission To provide quality services which enhance the lives of people with disabilities.

Annual Employee Evaluation

This evaluation is to be completed annually with each employee

Employee Name: _____
Department: _____
Hire Date: _____
Evaluation Period: _____

Position(s): _____
Direct Supervisor(s): _____

Section One: Employment Discussion & Self-Assessment

1. Do you enjoy your job at Quest Support Services Inc.?

2. What do you like most about your job?

3. What challenges or frustrates you in your employment?

4. In what areas have you been exceptional this year?

5. Which areas of employment are you working on to improve?



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Section Two: Employment Rating Scale

Circle the rating that best describes the employee's performance under each Performance Factor

Evaluated by Individual Care Supervisor: _____

Performance Factors	1		2		3		4		5	
<i>Documentation</i>	1	Needs constant direction to complete documents on time and accurately	2	Needs to improve their documentation skills	3	Sometimes need reminders or corrections regarding their documentation	4	Good documentation skills, and completes paperwork on time	5	Excellent documentation skills in all areas
<i>Co-worker Relationships</i>	1	Poor relationships with co-workers	2	Has had some issues with co-workers	3	Has adequate relationships with co-workers	4	Maintains good relationships with co-workers	5	Has been praised by co-workers
<i>Communication with Supervisor</i>	1	Fails to communicate with Supervisor and is difficult to get a hold of	2	Provides minimal feedback to Supervisor and does not respond to inquiries in a timely manner	3	Has adequate communication with Supervisor	4	Has good communication and responds to inquiries	5	Is accessible and provides valuable feedback to Supervisor
<i>Professionalism and conduct</i>	1	Not professional in the workplace	2	Has had some issues with professionalism in the workplace	3	Meets the professionalism standard of the work place most of the time	4	Meets expectations and there have been no concerns with professionalism	5	Is professional and represents the agency in a positive manner
<i>Individual relationships</i>	1	Has had several complaints from individuals	2	Has had a couple complaint from individuals	3	Has adequate relationship with individuals	4	Has very good relationships with individuals	5	Goes above and beyond to ensure they have good relationships
<i>Individual Programming</i>	1	Does not show acceptable understanding of programming	2	Has had a variety of issues and more training is required	3	Understands most, and has needed minimal follow up	4	Full understanding and confidence with programming	5	Fully understands programming and provides feedback and suggestions
<i>Compliance with agency policy and procedure</i>	1	Not aware of common agency policies	2	Aware of very basic policies	3	Works in accordance with agency policy, and needs very few reminders	4	Works in accordance to agency policy	5	Works in accordance to agency policy, and refers to policy often
<i>Knowledgeable of their role as a Disability Service Worker</i>	1	Does not demonstrate an understanding of basic job description	2	Understands the basics of their of description	3	Understands Job Description with very few reminders	4	Understands job description and their role as a DSWI	5	Goes above and beyond job description
<i>Compliance with agency Mission and Vision</i>	1	Is not aware of Mission and Vision of the company	2	Minimal familiarity with agency objectives	3	Fully aware of what the agency values	4	Understands job description and their role as a DSWI	5	Is fully aware of agency Mission and vision and works everyday in accordance with these values
TOTAL SCORE #1:										



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Evaluated by Employee Resource Supervisor: _____

Performance Factors	1		2		3		4		5	
<i>Mandatory Employment Requirements</i>	1	Has never had completed requirements	2	Constantly needs reminders to update requirements	3	Needed a couple reminders to complete requirements	4	Very little reminding to complete requirements	5	Always maintains a complete file
<i>Attendance & Punctuality</i>	1	Frequently late, or taking short notice time off	2	Had above average short notice time off and late arrivals	3	Had a few short notice requests, and been late a couple times	4	Concerns regarding time off and tardiness are very rare	5	Always on time, and books time off according to agency policy
<i>Adaptability and Flexibility</i>	1	Refuses change to routine	2	Does not have confidence in changes to routine	3	Is comfortable with change in most situations	4	Will accept new challenges and changes with a positive attitude	5	Very flexible and willing to help out in a variety of situations
<i>Consistent Availability</i>	1	Often changes availability, backs out of agreed upon shifts, and does not have a permanent placement	2	Has changed availability multiple times, and does not have a permanent placement	3	Has changed availability a couple of times this year	4	Rarely requests changes in schedule and availability, and has a permanent shift	5	Always consistent with permanent shift
TOTAL SCORE #2:										

TOTAL SCORE #1: _____ **+** **TOTAL SCORE #2:** _____ **= TOTAL SCORE:** _____

13 – 30: Needs immediate improvement

31 – 38: Below average employee, has some good qualities but improvements need to be made

39 – 52: Good employee. Understands role and performs in accordance with agency standards

53 – 65: Excellent employee. Goes above and beyond job description



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Section Three: Goals

Current Goals:

1. _____
2. _____
3. _____

Have you achieved your goals? Please elaborate.

New Goals:

1. _____
2. _____
3. _____

Management will support the employee to achieve their goals in the following ways:

I understand that if I do not agree with this evaluation, I may discuss these concerns with an Associate Director ☐

I have reviewed and updated the Employee Agreements on my Employee File ☐

Completed by:

Employee Name (Print)

Signature

Date

Supervisor Name (Print)

Signature

Date

Reviewed by:

ERC Representative (Print Name)

Signature

Date