



JOB PERFORMANCE EVALUATION FORM

Name: _____

Evaluation Period: _____

Title: _____ Date: _____

PERFORMANCE PLANNING AND RESULTS

Performance Review

- Use a current job title and/or description.
- Rate the person's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of “Outstanding” “Below Expectations, and “Unsatisfactory”)

Outstanding	Performance is consistently superior
Exceeds Expectations	Performance is routinely above job requirements
Meets Expectations	Performance is regularly competent and dependable
Below Expectations	Performance fails to meet job requirements on a frequent basis
Unsatisfactory	Performance is consistently unacceptable

A. PERFORMANCE FACTORS (use employee job title as basis of this evaluation).

<p>Administration - Measures effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Knowledge of Work - Consider employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Communication - Measures effectiveness in listening to others, expressing ideas, both orally and in writing and providing relevant and timely information to management, co-workers, subordinates and clients.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Teamwork - Measures how well this individual gets along with fellow employees, other professionals, clients, respects the rights of other and shows a cooperative spirit.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Decision Making/Problem Solving - Measures effectiveness in understanding problems and making timely, practical decisions.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Applied Behavior Analytical Skills - Measures the</p>	<p>Outstanding</p>	<input type="checkbox"/>

<p>knowledge of and uses a variety of components of Applied Behavior Analysis such as: Discrete Trial Training (DTT), schedules of reinforcement, Natural Environment Teaching/ Training, Functional Behavior Assessment (FBA).</p> <p>Comments:</p>	<p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>
<p>Data Collection - Measures effectiveness in taking daily data such as but not limited to: baseline data (data taken prior to intervention), in-treatment or progress data (data taken during the time receiving intervention) and post-treatment data to measure the effectiveness of interventions conducted over a period of time.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>
<p>Parent/Caregiver training and communication - Measures effectiveness in employee communicating goals with parent/ caregiver, discussing progress or regression of goals, ways parents/caregivers can implement goals in the natural environment.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>
<p>Creativity - Measures effectiveness teaching programs/ targets/goals to captivate learners attention. Uses different materials from office or other material lending libraries (i.e. EFMP, Partnerships for Children, local library) for instruction during sessions.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>
<p>Independent Action - Measures effectiveness in time management; initiative and independent action within</p>	<p>Outstanding</p> <p>Exceeds Expectations</p>

<p>prescribed limits. Measures responsiveness in completing job tasks in a timely manner.</p> <p>Comments:</p>	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	

<p>Job Knowledge - Measures effectiveness in keeping knowledgeable of methods, techniques and skills required in own job and related functions; remaining current on new developments affecting Behavior Analysis, ABA therapy, Autism, and work activities.</p> <p>Comments:</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	

<p>Attitude - Measures the extent to which the employee demonstrates a willingness to fulfill position requirements and assigned tasks and the extent to which the employee takes appropriate corrective action in response to constructive criticism by supervisor.</p> <p>Comments:</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	

<p>Managing Change and Improvement - Measures effectiveness in initiating changes, adapting to necessary changes from old methods when they are no longer practical, identifying new methods and generating improvement in delivery of goals/programs/targets.</p> <p>Comments:</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	

<p>Client Responsiveness - Measures responsiveness and courtesy in dealing with staff, external professionals, clients; employee projects a courteous manner.</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	

<p>Comments:</p>	<p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Personal Appearance - Measures neatness and personal hygiene appropriate to position.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Dependability - Measures how well employee complies with instructions and performs under unusual circumstances; consider record of attendance and punctuality.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Safety - Measures individual's work habits and attitudes as they apply to working safely. Consider their contribution to accident prevention, safety awareness, ability to care for property and keep workspace safe and tidy.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>HIPAA, Confidentiality, and Privacy - Measures the individual on keeping all client and employee documents confidential to include written, oral, and electronic communication. Follows companies HIPAA agreement as outlined and protecting clients names and identifying information including but not limited to: school locations, birth dates, home addresses, phone numbers, emails, and contact information.</p> <p>Comments:</p>	<p>Outstanding</p> <p>Exceeds Expectations</p> <p>Meets Expectations</p> <p>Below Expectations</p> <p>Unsatisfactory</p> <p>NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance.

C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT:

D. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:

E. EMPLOYEE COMMENTS:

F. JOB DESCRIPTION REVIEW SECTION: (Please check the appropriate box.)

- Employee job title has been reviewed during this evaluation and no changes have been made to the job title or description at this time.

- Employee job title has been reviewed during this evaluation and modifications have been proposed to the job title and/or description. The modified job title and/or description is attached to this evaluation.

G. SIGNATURES:

Employee _____ Date _____

(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by _____ Date _____

Reviewed by _____ Date _____