

## Chariton Valley Association Employee Evaluation Form

**Thank you so much for your hard work at Chariton Valley!** This performance evaluation has been created specifically for you to guide your development at CVA. *(Evaluations will be filled out at 3 months and once a year there after or more often if deemed necessary by your supervisor.)*

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

<u>Performance Attribute</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Below Expectations</u>	<u>N/A</u>
1. Attention to detail				
2. Demonstrates compassion and empathy				
3. Medication Administration				
4. Proactively Engages Individuals in Extra Curricular Activity				
5. Completion of Daily Tasks				
6. Attendance and Punctuality				
7. Guardian Relationships				
8. Communicates well with others				
9. Teamwork				
10. Professional Appearance				
11. Advocates for Individuals' safety and rights				
12. Relationships with Individuals				
13. Knowledgeable of IP's				
14. Completes all necessary trainings/proactively provides necessary documentation				
15. Overall Employee Performance				

**Is this a 3 month or annual evaluation?** \_\_\_\_\_

**Supervisor Comments** (Please be as specific as possible):

---



---



---



---



---



---



---



---



---

---

---

---

**Action Plan** *(If there is need for improvement, a plan for improvement and review date will be noted below.)*

---

---

---

---

---

---

**Review Date** \_\_\_\_\_

**Employee Comments:**

---

---

---

---

---

---

---

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resources Manager**

\_\_\_\_\_  
**Date**