

Chariton Valley Association Management 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. Supervisory Skills & Effectiveness				
4. Quality Management				
5. Completion of Daily Tasks				
6. Attendance and Punctuality				
7. Guardian Relationships				
8. Financial Knowledge & Understanding				
9. Communicates well with others				
10. Teamwork				
11. Professional Appearance				
12. Advocates for Individuals' safety and rights				
13. Relationships with Individuals				
14. Relationships with Outside Parties (KRO, SB40, etc.)				
15. Effectively Understands and Promotes the Mission and Philosophy of the Organization.				

Is this a 3 month or annual evaluation? _____

Supervisor Comments (Please be as specific as possible):

Completion of Goals From Prior Year:

Goals & Initiatives for Upcoming Year

Employee Comments:

Employee Signature **Date**

Supervisor Signature **Date**

Human Resources Manager **Date**