

90-Day Evaluation

Employee: _____ Dept. _____

Supervisor: _____ Date: _____

1. Employee Rating

| <i>Supervisor's comments</i> | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Organizational Skills <i>Plans, prioritizes and completes work in a timely manner.</i></p> | <p><input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> DOES NOT MEET EXPECTATIONS</p> |
| <p>Working relationships <i>Maintains professional relationships with clients, staff and community members. Understands and recognizes cultural differences.</i></p> | <p><input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> DOES NOT MEET EXPECTATIONS</p> |
| <p>Accountability <i>Carries out instructions and job duties in a dependable and reliable manner.</i></p> | <p><input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> DOES NOT MEET EXPECTATIONS</p> |
| <p>Judgment <i>Analyzes and solves problems and makes good decisions.</i></p> | <p><input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> DOES NOT MEET EXPECTATIONS</p> |

2. Goals and Objectives (with time frame for completion):

| |
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3. Additional Comments

| SUPERVISOR | EMPLOYEE |
|-------------------|-----------------|
| | |

4. Confirmation

We have discussed and review this completed evaluation form. (A signature from the employee does not mean that they agree, only that they have received the review.)

EMPLOYEE SIGNATURE**SUPERVISOR SIGNATURE****DATE SIGNED****DATE SIGNED**

DIRECTIONS

Before meeting with your supervisee...

Complete Section 1

Use the comments column to let people know where they excel, where you see potential and to raise any issues or concerns that you may have.

Familiarize yourself with the four categories. If you have comments that seem to overlap categories, try to address it in just one category, rather than in all four. For example if the staff person has some serious punctuality issues think about which category it fits under. You could address it under “Accountability”. And yes, it might have to do with organizational skills, or affect working relationships and show poor judgment – but once is enough.

Think about Section 2

Though Section 2 will not be complete until the meeting, still think about what goals you would like them to set for themselves.

At the meeting

Review Section 1

Discuss Section 2.

Develop goals *in partnership* with the supervisee. Keep the goals simple and doable. Understand what your role is in helping the employee achieve the goal. Document the goals and include timelines.

Discuss Section 3

This will give you an opportunity to say anything that you haven't on section 1. It's a good spot to give general summary. If someone's doing a great job, be sure to let them know. Use this space to show your support for their goals. The employee section is for the person receiving the review to comment on the review process, on what they like/dislike about their job... it's an open section.

Complete Section 4

Section 4 is simply confirmation that the supervisor and employee reviewed the information on the review. A signature by the employee does not mean that they concur – only that they have received the review.

After the meeting

Make a copy of the goals for the employee and one for yourself. Put the review in an envelope and submit to HR.

The review is between you and your employee. Keep it confidential.

Review the goals as part of your ongoing supervision. Your goal should be helping your employee reach their goals.

Where to put what

Use common sense and address topics where they make the most sense to you. Some possibilities:

Organizational skills

- Planning
- Prioritizing
- Focus
- Coming to meetings prepared
- Having the tools they need with them – be it mop, windex or day planner.
- Organizing their day to maximize productivity and decrease things like travel time.

Working relationships

- Professional relationships with coworkers
- Respecting cultural diversity
- Being client centered.
- Treating clients with dignity and respect.
- Maintaining appropriate boundaries.
- Working for the common good

Accountability

- Submitting work or completing tasks in timely manner.
- Being thorough and accurate.
- Keeping commitments
- Attendance and punctuality.
- Walking the walk...

Judgment

- Uses common sense.
- Asks for help when needed.
- Gets the facts before acting.
- Aware of impact on others.
- Solves problems creatively.