



SPECTRUM SOCIETY FOR COMMUNITY LIVING

3231 Kingsway, Vancouver, B.C. V5R 5K3

Phone (604) 323-1433 Fax (604) 321-4144

www.spectrumsociety.org

COMMUNITY SUPPORT WORKER EVALUATION ___ 3 months or ___ 1 year (check one)

Employee's name:	Position:
Program:	Current position start date:
Evaluation completed by:	Date completed:
Employee's start date with Spectrum:	

PERFORMANCE RATING SCALE: 1 = Unsatisfactory 2 = Satisfactory 3 = Good 4 = Above average 5 = Excellent

1. Overall Job Performance	1	2	3	4	5
Arrives on time for scheduled shifts					
Gives adequate notice for cancellation of shifts					
Demonstrates initiative in completing necessary tasks as they arise					
Budgets time to allow for thorough completion of all shift requirements					
Demonstrates resourcefulness in problematic situations					
Verbal communication is clear and effective					
Written communication is clear and effective					
Implements approved programs and routines consistently					
Demonstrates compliance with Spectrum's Code of Conduct					
Demonstrates understanding of Spectrum's mission statement and values					
Demonstrates compliance with all aspects of the job description for this position					
2. Support to Individuals	1	2	3	4	5
Presents him / herself as a positive role model for individuals served					
Interactions with individuals served are appropriate and respectful					
Demonstrates respect for individuals' privacy and confidentiality					
Demonstrates understanding of individuals' communication					
Demonstrates understanding of individuals' goals					
Assists individuals to plan and carry out activities to achieve their stated goals					
Provides opportunities for individuals to make choices					
Supports individuals to develop and maintain personal relationships (family, friends)					
3. Staff-Staff Interactions	1	2	3	4	5
Models appropriate behavior through positive interactions with co-workers					
Contributes to decision-making as part of the staff team					
Utilizes the conflict resolution procedure to resolve differences with co-workers					
Addresses staff business at appropriate times					
4. Staff-Supervisor Interactions	1	2	3	4	5
Follows through on directions and assignments from the Supervisor					
Obtains necessary approval before implementing program changes					
Requests assistance / clarification from the Supervisor as needed					
Raises concerns in an appropriate manner					
5. Health and Safety	1	2	3	4	5
Demonstrates understanding of emergency procedures					
Assists clients with personal care as required					
Demonstrates good judgement with regard to individuals' safety and security					
6. Maintenance and Records	1	2	3	4	5
Completes all documentation and reporting to standards					
Contributes to the maintenance and upkeep of the home					
Manages petty cash funds appropriately					
Manages individual funds appropriately					

Employee demonstrates competence with health and safety requirements as evidenced by:

- Administering and documenting medications (review medication errors and go through mock exercise)
- Identifying and reporting of critical incidents (go through mock exercise)

Follow up on action plan from previous evaluation, if applicable:

Goals / action plan:

- Review current job description
- Review mandatory requirements for this position, and employee's responsibility to ensure that all requirements are met and maintained (manager check off all that are applicable – refer to paystub for current status of required items):
 - required** Criminal records search required upon hiring and every five years thereafter
 - required** First aid certification required upon hiring and to remain current throughout employment
 - FoodSafe required TB test required Medical certificate required
 - Driver's license required (copy to H/R upon hiring and upon subsequent renewals)
 - Class 4 Class 5 **If a driver's license is required, the employee must submit a driver's abstract upon hiring and upon subsequent driver's license renewals. The employee must inform H/R of any changes to his/her driver's license or any driving infractions.**
 - Use of personal vehicle required **If use of a personal vehicle is required, the employee must maintain adequate insurance coverage as outlined in the Society's Policy and Procedures Manual. The employee must submit a copy of his/her vehicle insurance and registration to H/R upon hiring and upon subsequent insurance renewals. The employee must inform H/R of any changes to his/her vehicle insurance or registration.**
 - Other: specify -
- Spectrum orientation complete?
- Employee contact information up-to-date in H/R files (mailing address, email, phone number, emergency contact)?

Employee sign to acknowledge receiving this evaluation:

Date:

Employee's comments:

Employee sign to acknowledge understanding and acceptance of responsibility for maintaining the requirements listed above:

For probationary employees – manager check off outcome of probation:

- Probation passed
- Probation extended (manager set next review date with employee: _____)
- Probation not passed (H/R set date to review and confirm next steps with employee: _____)

H/R Follow up:

Distribution: Original to Human Resources / Copy to Employee