



SENIOR STAFF EVALUATION

Name of employee being evaluated:	Program:
Name of evaluator:	Evaluator's position:
Date:	<input type="checkbox"/> Self <input type="checkbox"/> Peer (staff member in this program) <input type="checkbox"/> Manager <input type="checkbox"/> Other:

OVERVIEW

The "Senior Staff Evaluation" is used for the second and subsequent annual CSW evaluations. The employee chooses two co-workers who are agreeable to filling out the feedback (first section) of this evaluation. Because this is a voluntary process, and the co-workers are chosen by the employee, this feedback is not considered confidential and the employees' names will appear on the summary that gets presented to the employee. The employee also completes a self-evaluation, using the same form. All of the feedback gets summarized by the supervisor, who presents the final evaluation to the employee.

PLEASE OBSERVE THE FOLLOWING GUIDELINES:

- Focus on the "here and now," not past practice
- Cite specific examples where appropriate
- Be constructive: avoid insults and sarcasm
- Focus on personal observations, not second hand reports

Thank you for taking the time to complete this feedback form.

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

	1	2	3	4	5
TEAMWORK: Promotes and supports teamwork. Serves as a role model for other staff. Contributes to decision making and problem solving.					
DIRECT SUPPORT: Provides a consistently high standard of care and support to individuals in the program. Demonstrates appropriate interactions with individuals and families. Assists individuals to achieve their stated goals.					
COMMUNICATION: Interpersonal communication is clear and respectful. Written communication is clear and concise. Employee is approachable and responsive. Demonstrates understanding of other points of view.					
REPRESENTATION OF SPECTRUM: Consistently conveys Spectrum's values in dealings with individuals, families, employees, and the larger community. Represents Spectrum in a positive and professional manner. Actively works to build and maintain collegial relationships with stakeholders.					
OVERALL JOB PERFORMANCE: Completes work according to standards and within established timelines. Demonstrates understanding of all aspects of the job. Good time management, punctuality and attendance.					
Comments:					

Thank you for your feedback.

Summary on page 2 to be completed by Supervisor.

To be completed by supervisor:

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

- Administering and documenting medications, if applicable (review medication errors)
- Participating in at least one emergency drill per year
- Participating in at least one semi-annual health and safety monitoring per year

Employee demonstrates competence with person-centred planning and support as evidenced by:

- Participating in at least one person-centred planning activity per year
- Correctly identifying one current goal for each individual in the program

Follow up on action plan from last evaluation:

Goals / action plan:

- Peer feedback printed out and attached? Review current job description
- Review mandatory requirements for this position, and employee's responsibility to ensure that all requirements are met and maintained (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 -

Employee contact information up-to-date in H/R files (mailing address, email, phone number, emergency contact)?

Signed by supervisor:

Date:

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

Employee's comments:

Distribution: Original to Human Resources / Copy to Employee