**Annual Employee Performance Evaluation**

Employee Name:

Position:

Date of Hire:

Evaluating Supervisor:

Evaluation Date:

Annual Compensation 2021:

**Performance Rating Definitions**

1. **Does Not Meet Job Expectations**: Employee fails to meet essential job functions as described in the position job description.
2. **Meets Most Expectations**: Employee meets basic essential job function in most areas as described in position job description
3. **Meets Expectations**: Employee meets expectations as outlined in all areas as described in position job description
4. **Exceeds Expectations**: Employee exceeds essential job functions as described in position job description
5. **Outstanding**: Employee consistently performs at an outstanding level and consistently exceeds essential job functions as described in job description

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| --- | --- | --- | --- | --- | --- |
| **Policy and Regulation Essential Job Functions** | Does Not Meet Expectations (1) | Meets Most  Expectations (2) | Meets Expectations (3) | Exceeds Expectations (4) | Outstanding  (5) |
| **460 IAC Quality Measures** |  |  |  |  |  |
| **460 IAC Timeliness** |  |  |  |  |  |
| **Required Annual Training** |  |  |  |  |  |
| **Documentation/Case Notes** |  |  |  |  |  |

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| --- | --- | --- |
| **Self-Evaluated Secondary Job Functions** | Please describe and discuss strengths and areas of needed improvement for each of the following attributes. Please include examples where possible. | **Score** |
| **Dependability**: timely attendance to meetings/home visits, completing job tasks in appropriate timeframe |  |  |
| **Teamwork**: working cooperatively within the organization to improve quality service delivery |  |  |
| **Leadership:** ability to mentor and support staff/team members to encourage improved performance; ability to self start |  |  |
| **Communication Skills**: listening and responding to individuals or other employee needs, providing timely and helpful feedback, exhibiting professionalism when communicating with clients and their teams using appropriate grammar and proof reading all correspondence |  |  |
| **Waiver Knowledge**: accurate knowledge of current IAC and DDRS regulations |  |  |
| **Problem Solving**: resolving challenges independently and exhibiting flexibility within job tasks |  |  |
| **Initiative**: completing responsibilities independently and anticipating client needs and expectations |  |  |
| **Detail**: as measured by accurately and thoroughly completing tasks and assignments within expected timeframes and deadlines |  |  |

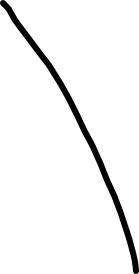
**PROFESSIONAL GOALS IDENTIFIED BY EMPLOYEE:**

**1.**

**2.**

**OBSERVED PERFORMANCE STRENGTHS FOR ESSENTIAL AND SECONDARY FUNCTIONS:**

**OBSERVED OPPORTUNITIES FOR IMPROVEMENT:**



**OBSERVED PROGRESS ON PREVIOUS PROFESSIONAL DEVELOPMENT GOALS:**

**Supervisor Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**