**Employee Evaluation**

**CASA for York County**

**Employee Name:**

**Position: Executive Director Evaluation Period:**

**Review Date: Board Member Name:**

**DEFINITION OF RATINGS**

**4 - EXCEEDS EXPECTATIONS:**

Performance consistently exceeds expectations. Activities often contribute to improved or innovative work practices.

**3 – CONSISTENTLY MEETS EXPECTATIONS:**

Performance consistently meets the expectations and may even exceed some of them. Independent actions contribute positively overall to the program’s operations. This category to be used for strong performances.

**2 – PARTIALLY MEETS EXPECTATIONS:**

Performance consistently meets some expectations. Activities contribute to results within the scope of the individual’s’ job. This category is to be used for satisfactory performers who can still demonstrate improvement or for employees learning their job functions.

**1 – DOES NOT MEET EXPECTATIONS:**

Performance rarely meets expectations. Corrective action is necessary.

1. **Job Performance:**

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| **Functional Area** | **Description** | **Rating** |
| 1. Knowledge | Understands job responsibilities and requirements associated with position;  (Copy of current job description is attached) |  |
| 1. Confidentiality/Safety | Maintains strict confidentiality of cases and individuals involved; Practices safe and confidential work habits and encourages others do the same; Identifies ways to improve the confidentiality and/or safety of the work environment |  |
| 1. Execution and Problem Solving | Ability to ‘get things done’; Follows through on tasks/projects until completion; Completes tasks/projects in a timely manner; Overcomes obstacles, and proposes solutions |  |
| 1. Productivity/Quality of Work/Program Improvement | Amount of quality work performed compared with peers; Quality of work performed and/or produced; Improves existing processes to increase productivity and quality of program |  |
| 1. Initiative | Initiative to identify work to be performed and perform the work without being directed |  |
| 1. Facilitation | Efficiently plans and facilitates meetings; Effectively presents materials and information; Knowledgeable about material/information presented |  |
| 1. Adaptability | Easily adapts to changes in the workplace, requirements, schedule, and priorities |  |
| 1. Interaction with Board, coworkers volunteers and other community organization | Respects authority and interacts in a professional manner; Respects others and has the respect of others; Professional interactions with volunteers and other community organization personnel; Promotes and establishes working relationships with other community organization personnel |  |
| 1. Communication Skills | Ability to communicate clearly and effectively to others through verbal and written communication; Courteous and respectful to program volunteers and others; Practices active listening skills |  |
| 1. Attendance, Organization and Personal Appearance | Punctual and maintains appropriate working hours: Organized workspace and organized approach to caseload; Proper attire and professional appearance appropriate for the environment/activity |  |
|  | | |
| **Volunteer Observations** | | |
| Strengths |  | |
| Weaknesses |  | |
| **Recommendations** | | |
| 1) | | |
| 2) | | |
| 3) | | |
| 4) | | |
| 5) | | |

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| --- | --- |
| **Board Observations** | |
| Strengths |  |
| Weaknesses |  |
| **Recommendations** | |
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |

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| --- | --- |
| **Professional Community Observations** | |
| Strengths |  |
| Weaknesses |  |
| **Recommendations** | |
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |

Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Board Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_