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**CASA for York County Employee Review**

**Please grade the following statements on a 1-5 scale, with 1 being strongly disagree, and 5 being strongly agree:**

1. I know what is expected of me at work: \_\_\_\_\_

2. I have the equipment and materials needed to do my job right: \_\_\_\_\_

3. At work, I have the opportunity to do what I do best every day: \_\_\_\_\_

4. In the last seven days, I have received praise or recognition for my work: \_\_\_\_

5. My supervisor seems to care about me as a person: \_\_\_\_\_

6. My supervisor encourages my development: \_\_\_\_\_

7. At work, my opinions seem to count: \_\_\_\_\_

8. The mission of CASA makes me feel like my work is important: \_\_\_\_\_

9. My co-workers are committed to doing quality work: \_\_\_\_\_

12. At work, I have opportunities to learn and grow: \_\_\_\_\_

**Please rank these motivators from 1 to 6 with what is most important to you.**

**1 being most important and 6 being least important:**

Acknowledgement and respect \_\_\_\_\_\_\_\_\_

Relaxed and fun office environment \_\_\_\_\_\_\_\_\_

Compensation \_\_\_\_\_\_\_\_\_

Flexibility and time off \_\_\_\_\_\_\_\_\_

Increased responsibility and challenge \_\_\_\_\_\_\_\_\_

Personal and professional development \_\_\_\_\_\_\_\_\_

**Please use the rating system below to grade your performance in the following areas:**

4 – Exceeds Expectations

* Performance consistently exceeds expectations. Independent actions always contribute positively to the program’s operation.

3 – Consistently Meets Expectations

* Performance consistently meets and occasionally exceeds expectations. Independent actions mostly contribute positively to the program’s operation.

2 – Partially Meets Expectations

* Performance consistently meets some expectations. Activities produce results consistent with the scope of one’s job duties. Room for improvement exists.

1 – Does not Meet Expectations

* Performance rarely meets expectations. Corrective action is necessary.

1. Knowledge:
   1. Understands job responsibilities and requirements associated with the position

**Employee Rating: \_\_\_\_\_\_\_\_\_\_** Supervisor Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

1. Confidentiality
   1. Maintains strict confidentiality of cases and individuals. Uses safe and confidential work habits, and encourages others to do the same

**Employee Rating: \_\_\_\_\_\_\_\_\_\_** Supervisor Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

1. Execution and Problem Solving
   1. Ability to “get things done”. Follows through on tasks to completion in a timely manner. Overcomes obstacles and proposes solutions

**Employee Rating: \_\_\_\_\_\_\_\_\_\_** Supervisor Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

1. Productivity & Quality of Work
   1. Produces a satisfactory amount of work. Work produced is of high quality. Work is completed in a timely fashion

**Employee Rating: \_\_\_\_\_\_\_\_\_\_** Supervisor Rating:\_\_\_\_\_\_\_\_\_\_

Comments:

1. Initiative
   1. Takes steps to find tasks and projects that require attention, and complete them with little to no direction

**Employee Rating: \_\_\_\_\_\_\_\_\_\_**  Supervisor Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

1. Adaptability
   1. Easily adapts to changes that the position presents including requirements, schedule, and priorities

**Employee Rating: \_\_\_\_\_\_\_\_\_\_** Supervisor Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

1. Interaction with supervisor, coworkers, volunteers, and colleagues
   1. Respects authority and interacts in a professional manner. Establishes and maintains appropriate working relationships

**Employee Rating: \_\_\_\_\_\_\_\_\_\_** Supervisor Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

1. Communication
   1. Communicates clearly and effectively via verbal and written communication. Ability to respectfully resolve conflict and utilize active listening skills

**Employee Rating: \_\_\_\_\_\_\_\_\_\_** Supervisor Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

1. Attendance, Organization, and Personal Appearance
   1. Punctual. Maintains appropriate working hours. Organized workspace. Organized approach to managing job tasks. Proper attire and professional appearance

**Employee Rating: \_\_\_\_\_\_\_\_\_\_** Supervisor Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

**Please respond to the following questions:**

List 2 goals for the coming year.

What parts of your job are the most fulfilling and enjoyable?

How can your supervisor help you love working at CASA?

**For Reviewer/Supervisor Use**

Volunteer Observations:

Board Observations:

Supervisor Observations:

Recommendations & Goals:

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_