

Career Opportunity Development, Inc.
Employee Evaluation
Adult Training Services

Employee Name:

Date:

Last Review Date:

Evaluation Type:

Job Title:

Supervisor:

1 = Above Average – regularly exceeds job requirements

2 = Average – meets job requirements

3 = Below Average – fails to meet job requirements

Professional Accountability:

Maintains a positive work attitude.	
Treats others with dignity, courtesy, and respect.	
Exhibits ethical values and standards while performing job duties.	
Values and demonstrates cultural sensitivity.	
Fulfills agency's vision and values.	
Supports new approaches and methods.	
Focuses on consumer needs when making decisions.	
Communicates routinely with supervisor and co-workers.	
Exhibits problem solving and innovative thinking.	
Follows through on commitments and takes responsibility for decisions.	
Demonstrates competence in job duties and responsibilities.	
Demonstrates good time management skills.	
Inspires co-workers and consumers to achieve their full potential.	
Communicates effectively with all stakeholders, both verbally and in writing.	
Works scheduled days and hours.	
Supports and follows organizational policies and procedures.	

Departmental Responsibilities:

Encourages consumers to actively participate in community activities linked to service plan.	
Motivates consumers to actively participate in day habilitation services.	
Completes paperwork and documents units of service to accurately reflect billing in a timely manner.	
Provides safe consumer transportation.	

Comments:

Goals:

Employee Signature and Date

Supervisor Signature and Date