

Career Opportunity Development, Inc.  
Employee Evaluation  
Organizational Employment 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:**

Supervises quality and quantity of production work.	
Prepares and presents vocational downtime training.	
Provides safe consumer transportation.	
Provides services linked to consumer goals.	
Completes paperwork in a timely manner.	

**Comments:**

**Goals:**

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Employee Signature and Date

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Supervisor Signature and Date