

Career Opportunity Development, Inc.
Employee Evaluation
Support Staff

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:

Fulfills responsibilities with limited supervision.	
Establishes and maintains effective interdepartmental relationships.	
Responds to consumer and agency needs in an appropriate manner.	
Provides outstanding customer service.	

Comments:

Goals:

Employee Signature and Date

Supervisor Signature and Date