RightWay Recovery Human Resources Evaluation Plan

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Staff Evaluation Plan

Upon reviewing several peer-reviewed journals many interesting views and procedures were discovered with choosing an effective staff evaluation plan that meets the needs of our organization. According to Gerard P. Bow, "Written standards take some of the guesswork out of evaluation" (Boe, 2008). It is important to write standards that should be obtained by a competent worker. When writing standards specific terms shall be used. Poor evaluations costing employees their jobs have resulted in lawsuits for negligence (Boe, 2008). This will help with not making the same mistakes with evaluations as many others have learned the hard way. When performance is not up to par, an employee has the right to know what needs improvement, how to improve it, and how much time to get on task.

According to Julia McCarthy, "During each review, the manager and employee jointly set three goals for the employee to work toward in the upcoming year" (Hung, 2010). Having the collaboration between staff and employee helps keep everyone on the same page with what is expected and what we are working towards. Another great suggestion by Robert Gerst is the "exception file". This is a file kept on employees that either underperform or perform above standards along with any other significant information obtained about an employee (McCarthy, 2000). Julia McCarthy states "Many companies have turned to the business concept of core competencies, or job-related abilities" (McCarthy, 2000). This method helps keep personality and personal background/culture. Julia McCarthy also states, "multiple ratings, also known as 360-degree feedback gathers input from the primary people with whom you interact, including your boss, yourself, your peers, and your direct reports". Tsang-Kai Hung states "the consensus is that training evaluation is a critical and important phase of the program development process; this step is often neglected" (Hung, 2010).

The staff evaluation plans need to have written standards that are clear, concise, and a good gauge of measuring performance of a competent worker. The evaluation process will be conducted 90 days after hire and followed up every 6 months thereafter. At the time of hiring and each evaluation, three SMART goals will be set and measured at each evaluation mark. A 360-degree feedback approach will be used. This approach will help the employees evaluate themselves working with supervisors, they can have great value in determining the strengths and what may need to be improved upon. There will also be required training at ETADAC site with pre- and post-test evaluations of knowledge obtained during trainings.

Volunteer Evaluation Plan

RightWay Recovery will use volunteers within their staff that have a passion for individuals working through recovery. The volunteers will have experience in the recovery process and will undergo a background check as well as a 12-panel drug screen. Volunteers have been said to be the "backbone" of a nonprofit organization (Alfes, K., Antunes, B., & Shantz, A.D., 2016). Volunteers do their work out of care for the mission of the organization and would like to make it grow. Volunteers do not receive the same benefits as paid staff but will be treated the same. RightWay Recovery will provide role descriptions for volunteers with flexibility. Research has demonstrated that regardless of holding the same job role, volunteers were more motivated by social interaction with others and by the opportunity to contribute toward achieving the nonprofit's mission (Alfes, K., Antunes, B., & Shantz, A.D., 2016). Motivating volunteers is just as important as motivating paid staff members to ensure they are happy with the job they are doing (Alfes, K., Antunes, B., & Shantz, A.D., 2016). Volunteering is one of the most helpful types of behaviors that an individual can endure (Hidalgo, M.C. & Moreno, P., 2009). It is a feeling that only a volunteer passionate about their work would do, just because they enjoy

helping those that are going through major life changes from recovery. Each volunteer will be evaluated based on their passion for the organization as well as if they have gone through a similar program before. Volunteers will be monitored as if they are paid staff (Einolf, C.J., Prouteau, L., Nezhina, T., & Ibrayeva, A.R., 2016). Volunteers will need the motivation and skills just like the paid staff to work with the clients that are within the organization. The volunteer coordinator will be sure to hold interviews for volunteer staff members and get to know the volunteer before letting the individual into the house. Once the background check and urinalysis are completed, the volunteer will be monitored and trained on the roles for the organization. The volunteers will be told if they need a certain schedule or have any questions to contact the volunteer coordinator.

References

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