

Unity Healing

CLASSIFIED EMPLOYEE PROGRESS AND APPRAISAL REPORT

NAME: _____

Annual:
 Hire Date: _____

TITLE: _____

Date Due: _____

DEPARTMENT: _____

SUPERVISOR: _____

	Performance Standards			Human Resources's Manager Suggestions/Comments: If "Below Work Performance Standards" or "Exceeds Work Performance Standards" is checked the evaluator MUST give reasons for rating and/or suggestions for improvement. Check only areas that apply to employee's duties
	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	
QUALITY OF WORK: Adheres to established practices; follows instructions; work is accurate, neat, thorough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QUANTITY OF WORK: Helping Client's and their families with different needs, willingness to assist in different areas when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PLANNING & ORGANIZATION: Organizes work efficiently and effectively; good work habits; economical use of time and materials; resourcefulness; ability to prioritize work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HUMAN RELATIONS: Attitude toward and treatment of staff members, public, client's, families, co-workers; ability to get along with others; work under stressful situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CURIOSITY: Inquires about administrative, educational, addiction support, family support, and seeks guidance when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACCEPTANCE: Accepts, understands, and respects the policies, objectives and rules of Unity Healing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COOPERATION: Attitude toward work, associates and the program's purpose; willingness to work with and for others; helpful; loyal; keeps confidences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>Performance Standards</u>			<u>Supervisor's Suggestions/Comments:</u> If "Below Work Performance Standards" or "Exceeds Work Performance Standards" is checked the evaluator MUST give reasons for rating and/or suggestions for improvement. Check only areas that apply to employee duties.
	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	
ABILITY TO LEARN: Under-standing and remembering instructions. Taking time to interact with client's and understand their situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DEPENDABILITY: Reliability in following through on assigned tasks; good attendance; punctual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INITIATIVE: Self-reliance; job interest; energy and aptitude displayed in work; self-starter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
JUDGMENT: Ability to reach decisions and reason logically; common sense.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SUPERVISORY ABILITY: (Where applicable) Leadership; initiative; adaptability to emergencies and new situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISOR'S SUGGESTIONS/ COMMENTS (Continued)

Date Reviewed with Employee: _____

SUPERVISOR'S SIGNATURE

It is understood that, in signing the Classified Employee Progress and Appraisal Report, the employee acknowledges having seen and discussed the report with the Human Resources Manager. Employee's signature does not imply agreement with the conclusions of the Human Resource's Manager. If the employee desires, the employee may comment in the space below or attach a written statement.

EMPLOYEE'S SIGNATURE