

ScenicView Academy

Annual Performance Evaluation & 90-Day Review

Direct Services

Annual Evaluation

90-Day Review

EMPLOYEE _____ **SUPERVISOR** _____ **DATE** _____

SECTION 1: SOFT SKILLS (ATTITUDE)

5	Outstanding Strength	Exceptional performance - performs this behavior much better than most others (Top 10%)
4	Strength	Above average performance - performs this behavior better than others (Top 25%)
3	Competent	Performs this behavior at an average level or about as well as most others (Good Performance)
2	Needs Some Improvement	Performs the behavior below average or sometimes does it poorly (Inconsistent performance)
1	Needs Significant Improvement	Rarely or never performs the behavior well or rarely or never attempts this behavior (Poor performance)
NA	Don't Know - Not Applicable	Don't have the opportunity to demonstrate this skill (very rare)

Read each statement below in each of the performance indicator areas and consider how well it describes you as an employee. Choose the most appropriate response for each:

OPENNESS

- I am willing to learn and use new skills.
- I am willing to accept new assignments.
- I take initiative and am proactive.
- I contribute new and better ways to do things.
- I display good problem solving skills.
- I generate creative ideas and innovative solutions.
- I offer constructive suggestions for improving work.
- I am flexible & open to new ideas and situations.
- I am teachable and open to feedback.

CUSTOMER SERVICE

- I treat students with respect and consideration.
- I speak to clients in a pleasant and professional manner.
- I am able to stay calm while dealing with a heated situation.
- I am positive and pleasant to work with.
- I am attentive to student and family needs.
- I am approachable and accessible.
- I participate in activities.
- I set appropriate boundaries with students.
- I keep the student as a priority (not canceling or being late to classes, 1-on-1's, etc.)

TEAMWORK

- I seek to resolve problems in a win/win manner.
- I communicate well with others.
- I communicate assertively when necessary.
- I am approachable.
- I am a good listener.
- I am willing to cooperate to solve problems.
- I give feedback to co-workers.
- I know when to give up my personal interests and opinions for the good of the team.
- I'm involved in ScenicView events (ie, family day, gala, Heber Valley, community meeting, etc.)

To be completed by supervisor. Using the criteria above, the supervisor gives an overall rating in the following areas:

OPENNESS

Overall Supervisor Rating

CUSTOMER SERVICE

Overall Supervisor Rating

TEAMWORK

Overall Supervisor Rating

SECTION 2: PERFORMANCE (KPI'S)

To be completed by employee and supervisor separately. Read each statement below in each of the performance indicator areas and consider how well it describes you as an employee. Choose the most appropriate response for each:



5	Outstanding Strength	Exceptional performance - performs this behavior much better than most others (Top 10%)
4	Strength	Above average performance - performs this behavior better than others (Top 25%)
3	Competent	Performs this behavior at an average level or about as well as most others (Good Performance)
2	Needs Some Improvement	Performs the behavior below average or sometimes does it poorly (Inconsistent performance)
1	Needs Significant Improvement	Rarely or never performs the behavior well or rarely or never attempts this behavior (Poor performance)
NA	Don't Know - Not Applicable	Don't have the opportunity to demonstrate this skill (very rare)

ACCOUNTABILITY

- I honor my commitments
- I take responsibility for my actions.
- I follow through promptly with assignments.
- I fulfill job duties as outlined in my job description.
- I conduct myself in a professional manner.
- I spend the appropriate amount of time doing direct services.
- I attend my assigned meetings.
- I understand and implement the direct instruction model while teaching skills to students.
- I document in a timely manner.
- I complete my assigned trainings

KEY PERFORMANCE INDICATORS: To be completed by the supervisor.

ACCOUNTABILITY

Overall Supervisor Rating	
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DIRECT SERVICES

Time sheet audit 55%	
Direct Observation	
Missed Appointments	

ASSIGNED MEETINGS

Meeting Attendance 80%	
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DIRECT INSTRUCTION MODEL

MAP Audit	
Direct Observation	

DOCUMENTATION

MAP Audit Weekly	
Data Collection	

TRAININGS

Google Classroom 100%	
First Aid/CPR	
Licensure	

PROFESSIONALISM

Unit Survey (for supervisor only)	
Peer Survey	
Student Survey	
# of Corrective/ Disciplinary Actions	

SECTION 3: JOB SATISFACTION

To be completed by employee separately. This section provides the opportunity to discuss the employee's satisfaction at work. Customize questions as necessary to the needs of the employee.

QUESTION 1: WHAT'S GOING WELL IN YOUR ROLE? WHAT ARE YOU PROUD OF?

QUESTION 2: WHAT CHALLENGES ARE YOU FACING? WHERE ARE YOU STUCK?

**QUESTION 3: WHAT ARE YOU DOING TO IMPROVE YOUR WORK PERFORMANCE?
(OPENNESS, CUSTOMER SERVICE, TEAMWORK, ACCOUNTABILITY)**

QUESTION 4: WHAT WOULD MAKE YOUR WORK MORE MEANINGFUL TO YOU?

SECTION 4: IMPLEMENTING IMPROVEMENT

To be filled out with employee and supervisor together. As a result of information gathered in this evaluation, what are some ways you will improve your work at ScenicView Academy? Ideally, goals should be specific and measurable, and motivational to the individual along with guidelines for follow-up. It is not necessary to have a goal written in each area.

OPENNESS

ACCOUNTABILITY

CUSTOMER SERVICE

JOB SATISFACTION

TEAMWORK

OTHER

SUPERVISOR NARRATIVE

I understand my job duties as outlined in my job description.

Supervisor Signature

Employee Signature

Administrator Signature