



Evaluation Measures

- 1 Not Acceptable – Improvement required
- 2 Below Average – Improvement necessary
- 3 Average – Meets acceptable job requirements
- 4 Above Average – Exceeds acceptable requirements
- 5 Exceptional – Is consistently outstanding

Please check the appropriate number utilizing the evaluation measures above (1-5) to indicate your evaluation of the employee with respect to each factor listed and indicate in each of the comment sections additional pertinent information.

I. ATTITUDE

- A. Agency Mission and Philosophy 1 2 3 4 5
- B. Persons with Disabilities 1 2 3 4 5
- C. The Profession of Rehabilitation Counseling 1 2 3 4 5
- D. Caseload Management 1 2 3 4 5
- E. Co-workers and Other Professionals 1 2 3 4 5
- F. Providers of Services 1 2 3 4 5
- G. Acceptance of Supervision 1 2 3 4 5

COMMENTS:

II. QUALITY OF WORK

- A. Work is accurate. 1 2 3 4 5
- B. Work is complete, orderly, and easily understood. 1 2 3 4 5



- C. Work meets professional requirements in all respects. 1 2 3 4 5
- D. Work exceeds minimum requirements. 1 2 3 4 5
- E. Written and verbal communication is clear, timely, and appropriate. 1 2 3 4 5
- F. Work results indicate a good basic understanding of Agency policies and procedures. 1 2 3 4 5
- G. Work results demonstrate good judgment and planning. 1 2 3 4 5
- H. Professional actions are in accord with requirements established by Federal Regulations. 1 2 3 4 5
- I. Establishes and maintains professional counseling relationship with individuals. 1 2 3 4 5
- J. Relates disability to vocational and social adjustment needs. 1 2 3 4 5
- K. Develops favorable relationships with community resources. 1 2 3 4 5
- L. Has ability to interpret available individual data and relate to individual needs. 1 2 3 4 5
- M. Schedules time and travel to allow for maximum work efficiency. 1 2 3 4 5
- N. Consistently attains performance goals. 1 2 3 4 5
- O. Frequency of follow-up contacts is appropriate and adequate. 1 2 3 4 5
- P. Makes best possible use of available resources and comparable benefits. 1 2 3 4 5

COMMENTS:



III. PERSONAL CHARACTERISTICS

- A. Displays poise even in trying situations. 1 2 3 4 5
- B. Is sensitive to the rights and feelings of others. 1 2 3 4 5
- C. Has strong interest in the welfare of others. 1 2 3 4 5
- D. Is persevering when faced with challenging situations. 1 2 3 4 5
- E. Is imaginative and innovative. 1 2 3 4 5
- F. Possesses sound judgment and common sense. 1 2 3 4 5
- G. Possesses emotional maturity. 1 2 3 4 5
- H. Has ability to organize effectively. 1 2 3 4 5
- I. Has ability to inspire confidence and self-respect in others. 1 2 3 4 5
- J. Has potential for continued growth and development. 1 2 3 4 5
- K. Is reliable and dependable. 1 2 3 4 5
- L. Demonstrates motivation and enthusiasm. 1 2 3 4 5
- M. Assumes responsibility for mistakes made without blaming others. 1 2 3 4 5
- N. Personal appearance is such that work effectiveness is not diminished. 1 2 3 4 5

COMMENTS:



IV. GENERAL

- A. Develops and shares with others new ideas for improving Agency performance. 1 2 3 4 5
- B. Has good understanding of community human service organizations and facilities. 1 2 3 4 5
- C. Conducts public relations activities which reflect favorably on the Agency and its consumers. 1 2 3 4 5

COMMENTS:

Name of Employee: _____ has received a
 satisfactory, unsatisfactory employee evaluation.

 Area Vocational Rehabilitation Supervisor Signature

 Office Address

 Date

Original: Chief, Vocational Rehabilitation Field Services
 Copy: Area Vocational Rehabilitation Supervisor's employee file