

# EUROPEAN SERVICE AT HOME

## FACE-TO-FACE EMPLOYEE EVALUATION

EMPLOYEE NAME: \_\_\_\_\_

<input type="checkbox"/> 1 <sup>st</sup> Quarter, 20__	<input type="checkbox"/> 2 <sup>nd</sup> Quarter, 20__	<input type="checkbox"/> 3 <sup>rd</sup> Quarter, 20__	<input type="checkbox"/> 4 <sup>th</sup> Quarter, 20__
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1	Do you perform all tasks as required by your supervisor and/or the client care plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Do you stay your required amount of time per client?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Do you notify your supervisor as soon as possible when you are going to be late or absent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Do you allow the client to help you do your work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Do you escort the client when they have outside appointments, such as doctor or hospital visits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	At the client's request, do you go on errands?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Does the client prepare his/her own meals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Do you accept monetary gifts from your clients or their families?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Does the client perform his/her own personal hygiene?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Is there anyone at the client's home that interferes with you performing your required tasks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	If the answer to question #10 is yes, then whom? _____		
12	How is your time utilized when you finish your work early? (circle one) <ol style="list-style-type: none"> <li>1. Watch Television</li> <li>2. Talk on the phone</li> <li>3. Sit down and talk with client</li> <li>4. Leave early</li> </ol>		

Do you have any complaints or problems that may affect your working ability? If so, explain below:

\_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Additional Comments:

Time:

## EVALUATION OF EMPLOYEE

EMPLOYEE NAME: \_\_\_\_\_

1<sup>st</sup> Quarter, 20\_\_       2<sup>nd</sup> Quarter, 20\_\_       3<sup>rd</sup> Quarter, 20\_\_       4<sup>th</sup> Quarter, 20\_\_

	<b>OUTSTANDING</b>	<b>ABOVE AVERAGE</b>	<b>AVERAGE</b>	<b>BELOW AVERAGE</b>	<b>UNSATISFACTORY</b>
QUALITY OF WORK Accuracy & Neatness Thoroughness & Economy	<u>20 19 18</u> Consistently Superior	<u>17 18 15 14</u> Sometimes Superior	<u>13 12 11 10 9 8</u> Consistently Satisfactory	<u>7 6 5 4</u> Usually Acceptable	<u>3 2 1</u> Consistently Unacceptable
QUALITY OF WORK Productivity	<u>20 19 18</u> Consistently Exceeds Requirement	<u>17 18 15 14</u> Sometimes Exceeds Requirements	<u>13 12 11 10 9 8</u> Meets Requirements	<u>7 6 5 4</u> Often Below Requirements	<u>3 2 1</u> Consistently Below Requirements
DEPENDABILITY Follows instructions Judgment Punctuality & Attendance	<u>15 14</u> Consistently Dependable	<u>13 12 11</u> Dependable Most of Time	<u>10 9 8 7 6</u> Ordinarily Dependable	<u>5 4 3</u> Not Often Dependable	<u>2 1</u> Consistently Undependable
COOPERATION With Supervisor With Clients	<u>15 14</u> Inspires Others	<u>13 12 11</u> Quick to Volunteer & Assist	<u>10 9 8 7 6</u> Generally works well with others	<u>5 4 3</u> Seldom works Well with others	<u>2 1</u> Does not work well with others
INITIATIVE Ingenuity Self reliance Planning & Ambition	<u>10</u> Consistent self-starter	<u>9 8</u> Often keeps self occupied	<u>7 6 5</u> Sometimes finds work without supervision	<u>4 3</u> Seldom Asks Questions	<u>2 1</u> Needs constant supervision
SELF IMPROVEMENT Interest Observation Questions & Studies	<u>10</u> Consistently Studious & Interested	<u>9 8</u> Often Inquires & Observes	<u>7 6 5</u> Fairly Inquisitive & Studious	<u>4 3</u> Seldom Asks Questions	<u>2 1</u> Never has any interest
PERSONALITY Appearance Courtesy Friendliness Expression	<u>10</u> Consistently Inspires Confidence	<u>9 8</u> Well liked & Respected	<u>7 6 5</u> Usually gets along with others and makes a fair Impression	<u>4 3</u> Seldom attracts respect from other	<u>2 1</u> Creates Antagonism

- OUTSTANDING = 84 TO 100 POINTS
- ABOVE AVERAGE = 59 TO 83 POINTS
- AVERAGE = 33 TO 58 POINTS
- BELOW AVERAGE = 15 TO 32 POINTS

COMMENTS:

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Recommend Continued Employment       YES       NO

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_