

## Employee Performance Appraisal

<b>Employee's Name</b>		<b>Title</b>	
<b>Type of Appraisal</b>	<b>Month</b>	<b>Year</b>	
Initial ____ Annual ____			
<b>Performance Ratings</b> 3-Exceeds Expectations      2- Satisfactory      1- Needs Improvement			
<b>Home Maker Activities</b>			
<b>Skills To Be Rated</b>	<b>Rating</b>	<b>Comments</b>	
Ability to prepare meals			
Ability to do laundry			
Ability to assist clients with personal care			
Ability to apply safe food and storage practices			
<b>Personal Care Activities</b>			
<b>Skills To Be Rated</b>	<b>Rating</b>	<b>Comments</b>	
Ability to perform care plan and assignment instructions			
Ability to monitor client's physical condition and report any changes to supervisor			
Ability to assist with toileting, grooming, personal hygiene, dressing, ambulation, and correct transferring techniques			
<b>Service Delivery</b>			
<b>Skills To Be Rated</b>	<b>Rating</b>	<b>Comments</b>	
Ability to provide care in a nurturing and respectful manner			
Ability to encourage client independence in performing tasks			
Ability to refrain from imposing personal beliefs and values on client/family			
Ability to allow clients to make decisions unless otherwise instructed			
Ability to understand task assignments			
Ability to adapt tasks to client's specific situation			
Ability to perform tasks according to instructions			

Technical Skills and Communication		
Skills To Be Rated	Rating	Comments
Ability to read documentation and follow instructions		
Ability to complete notations and reports		
Ability to speak clearly and effectively		
Ability to listen effectively		
Ability to use EVV effectively		
Health and Safety Activities		
Skills To Be Rated	Rating	Comments
Ability to demonstrate knowledge & application of safety and sanitation standards		
Ability to maintain housekeeping standards		
Ability to store household hazards safely		
Ability to adhere to occupational health and safety regulations		
Ability to maintain emergency response knowledge and procedures		
Work Habits		
Skills To Be Rated	Rating	Comments
Ability to maintain good attendance		
Ability to perform duties effectively, accurately, and thoroughly		
Ability to manage time effectively and prioritize tasks		
Ability to be flexible		
Ability to apply problem solving and apply good organizational skills		
Personal Attributes		
Skills To Be Rated	Rating	Comments
Ability to follow instructions carefully and consistently		
Ability to be receptive to change and adaptive		
Ability to display good interpersonal relationships with co-workers		
Ability to pursue personal and professional development		

<b>Accountability</b>		
<b>Skills To Be Rated</b>	<b>Rating</b>	<b>Comments</b>
Ability to report concerns about skills and or/ knowledge deficits to supervisor		
Ability to understand and adhere to relevant policies, procedures, and practices		
Ability to maintain confidentiality		
Ability to report and record any incidents promptly		
Ability to record information on clients functioning report and same to supervisor		
Ability to report all concerns which impact a client's health and safety		
Ability to report concerns about skills and or/ knowledge deficits to supervisor		
Ability to seek supervisor input for problem solving and assignment clarification		

### Overall Performance Rating (Check One)

Exceeds Expectations \_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement \_\_\_\_\_

**What further development/preparation does the employee need for this current position?**

**What should the agency do to help the employee improve his/her performance?**

**What are the employee's goals and objectives?**

**Recommended Training**

**Employee Comments**

\_\_\_\_\_  
**Employee Signature and Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Appraiser's signature and title**

\_\_\_\_\_  
**Date**