



## WORK PERFORMANCE FEEDBACK REPORT

### Substitute Workers

This feedback report is completed by the supervisor and provided to the employee. (Employees who work in more than one program will usually receive reports from each work-site supervisor.) Copies are forwarded to Human Resources and the Program Director. Significant concern about the employee's performance will be discussed with the employee and may result in corrective measures up to and including discontinuing employment with the agency.

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

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

Evaluation Period: \_\_\_\_\_ to \_\_\_\_\_

General Evaluation Areas	Exceeds Expectations	Fully Meets Performance Expectations	Needs Improvement, But Not Below Minimum Expectations	Below Minimum Expectations. Must Show Immediate and Continuing Improvement
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to calls for covering shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training (Orientation II; Residential Counselor; Drivers; Other Required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Narrative Comments Regarding Performance

#### Overall Performance Rating

- Exceeds Expectations** (Employee significantly exceeds expectations in all areas job description.)
- Satisfactory** (Employee fully meets or exceeds performance expectations in all areas of job description.)
- Improvement Needed** (Employee must show immediate improvement in areas noted above to continue as a substitute/relief worker for the program. Employee should schedule time to meet with the supervisor for clarification.)
- Unsatisfactory** (Program will no longer use this employee for relief coverage due to concerns noted above. Supervisor has met with employee and communicated this information.)

\_\_\_\_\_  
Employee's Signature (required when below minimum standard)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

cc: Personnel file

Note: Substitute workers are temporary employees who work on an "as needed" basis. Workers in this category have no guarantee they will be called to work, nor any guarantee of the number of hours they may be scheduled. Seniority is not an indicator of placement or preference on the relief list. Further, employees of the Agency are all employed "at-will," which means that either the employee or the Agency may terminate the relationship at any time for any reason, with or without notice. Substitute workers who are inactive for a period of six months (do not work) are automatically removed from the substitute workers list.