Illinois Voices

Staff Evaluation

Developed with support from Department of Human Services - 2005

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Staff Evaluation

Staff person being evaluated

Evaluation completed by:

Date completed: ____________________

(photo)

(photo)
When does (staff person) work with you?

- Morning
- Afternoon
- Evening
- Weekend

Where does (staff person) work with you?

- Home
- Work
- Community
How long have you known (staff person)?
In what ways does (staff person) help you?

- cook
- make lunch
- choose clothes
- change clothes
- laundry
- make bed
- go for walk
- assist with walking
- exercises
- assist with toileting
- bathe
In what ways does (staff person) help you?

- take medicine
- take shopping
- with eating
- with budgeting
- with check book
- with money
- with banking
- buying item in store
- taking care of pets
- with ordering
- check out books at the library
Staff performance: following work rules

Does (staff person):

- Come on time
- is late

Does (staff person):

- Stay for whole shift
- leave

When scheduled to work, does (staff person)

- call in sick
- not show up
Staff performance: following work rules

Does (staff person):

- have personal visitors while working
- visit with boy/girl friend
Staff performance: Breaking the residents’ rules

Using the telephone
- make calls for work
- or
- call friends

Using the computer
- spends a lot of time on computer
- uses my computer

Watching television
- let me watch what I want
- or
- watch my tv
Staff performance: Breaking the residents’ rules

Smoking
- Smokes in my home
- Smokes in front of me

My things
- Picks things up
- Kicks things

or
Staff performance: Breaking the residents’ rules

- Eating food
  - share food with resident
  - or take food away
  - (NOT share)

- Eating food
  - eat food in front of resident
  - eat together
  - go away to eat
Staff performance: Breaking the residents’ rules

Listening to music
- let's me listen to music I like
- listen to music they like

Listening to music
- plays music at the level I like
- plays music too loudly

Talking to me
- hear
- speaks too quietly
- speaks too loudly
Staff performance: Breaking the residents’ rules

When driving
- pays attention to traffic
- talks on cell phone

When driving
- smokes in the car
- plays loud music

When driving
- eats while driving
- drinks while driving
What choice(s) do (staff person) let you make?

- which clothes to wear
- lunch items
- which shows to watch
- bath or shower?
- dinner choices
- cooking projects
- watch/choose movie
- which book to look at
- which items to buy
- when to do laundry
- where to go for outing
What choice(s) do (staff person) let you make?

- Church services
- Workshop
- Work choices
- Activities
- Sports activities
- Outdoor activities
- Arts & crafts
- Friends
- Phone calls
- Who will help
What choice(s) do (staff person) not let you make?

- which clothes to wear
- lunch items
- which shows to watch
- bath or shower?
- dinner choices
- cooking projects
- watch/choose movie
- which book to look at
- which items to buy
- when to do laundry
- where to go for outing
What choice(s) do (staff person) not let you make?

- Church services
- Workshop
- Work choices
- Activities
- Sports activities
- Outdoor activities
- Arts & crafts
- Friends
- Phone calls
- Who will help
When (staff person) is with me he/she:

- talks to me
- listens
- leaves me alone
- yells
- helps me with personal care
- touches me gently
- grabs me
- pushes people
- take care of me
- shares with me
- takes things away
- hits others
When (staff person) is with me he/she:

- is happy
- hugs me
- gets angry
- kisses others
- work together
- help others
- talks on the phone a lot
- cries
- takes my money
- uses bad words
- tells lies
How does (staff person) treat others in the home:

- helps
- listens
- is friends
- yells
- helps with personal care
- is gentle
- pushes people
- hits others
- takes care of needs
- shares
- takes things away
This (staff person) makes me feel:

- happy
- sad
- mad
- scared
- like
- afraid
I think (staff person) is:

ok to work with me

not ok to work with me

My Comments: __________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________