

Employee Input for evaluation: you are asked to answer each question honestly so that the evaluation can be an effective tool to increase quality of work and working conditions for all. Pages two through four will be completed by management.

Name _____ Date _____

1. What areas did you show most improvement in this evaluation period, as it pertains to your job?

2. What areas can you improve upon for the next evaluation period?

3. What positive contributions did you make in your unit or the department as a whole during this evaluation period?

4. What technology or training can we provide to make your job easier or make you a more effective employee?

5. What barriers do you perceive are causing you to be less successful as an employee, and what suggestions do you have for changes to improve your effectiveness?

6. What can administration implement to improve your morale?

Butler County Common Pleas Court - General Division

Probation/Pretrial Officer Evaluation Type _____ Annual _____ Probationary _____ Special _____

Name _____ Evaluator _____ Date _____

1. Are cases being supervised according to contact standards or reports completed according to standards?

_____ Does not meet expectations _____ Meets expectations _____ Exceed expectations
(less than 50% are seen according to standards) (more than 50% but less than 90%) (more than 90% are seen according to standards)

Explanation :

2. Are ORAS assessment completed according to departmental policies, in a timely manner, entered into the Gateway within 60 days?

_____ Does not meet expectations _____ Meets expectations _____ Exceed expectations
(less than 65%) (more than 65% but less than 90%) (more than 90%)

Explanation :

3. Does the team member attend SMS meetings, have a solid understanding of MI and knowledge of when to use it effectively?

_____ Does not meet expectations _____ Meets expectations _____ Exceed expectations
(attends less than 70% of scheduled SMS groups)(more than 70% but less that 90%) (more than 90%)
(recorded less than 40 MI sessions) (recorded between 41 and 50 sessions) (recorded more than 51 MI sessions)

Explanation :

4. Do cases have the corollary information required per policies; i.e. photo, current address, social security number, physical descriptions, documents saved into the officer case file on the appropriate network drive, is restitution and court costs collected according to policy?

_____ Does not meet expectations (less than 50% are seen according to standards) _____ Meets expectations (more than 50% but less than 90%) _____ Exceed expectations (more than 90% are seen according to standards)

Explanation :

5. Does the team member use sick leave in an appropriate manner (this does not include FMLA incidents or major medical or reoccurring medical issues)

_____ Does not meet expectations (more than 71 hours used in the calendar year) _____ Meets expectations (more than 36 hours but less than 70) _____ Exceed expectations (less than 35 hours used in a calendar year)

Explanation :

6. Is the team member a positive influence in the workplace?

_____ Does not meet expectations (generally unwilling to assist others) (engages in gossip and negativity) _____ Meets expectations (usually can be relied upon to help when asked) (generally does not gossip or “stir the pot”) _____ Exceed expectations (recognizes when help is needed and volunteers) (usually tries to motivate co-workers)

Explanation :

7. Does the team member's work show that they have a good knowledge of their job responsibilities, does their work require little editing, revising or correcting, do they learn from their mistakes?

_____ Does not meet expectations (work requires consistent revision or oversight) (requires supervisory oversight in decision making) _____ Meets expectations (work is usually accurate) (does not require supervisory oversight) _____ Exceed expectations (work can be consistently counted on to be accurate) (rarely needs supervision to accomplish tasks)

Explanation :

8. Does the team member adapt to changes in work practices, responsibilities and expectations easily, do they handle stress in the workplace effectively?

_____ Does not meet expectations (Exhibits stress related to changes) _____ Meets expectations (Grasps need for change and adapts accordingly) _____ Exceed expectations (Rapid learner who thrives on change)

Explanation :

9. Evaluators general impression of team member.

_____ Does not meet expectations _____ Meets expectations _____ Exceed expectations

Explanation :

Employee Date

Manager Date

Administrator Date