

# STAR Community Justice Center

## Case Manager Performance Evaluation

Name		Job Title	
Date of Employment	Rating Period		Date of Evaluation
		to	

### PERFORMANCE SCALE

Deficient	Minimally Proficient	Proficient	Highly Proficient
1	2	3	4
Deficient; Little/ no proficiency in this area; Lacking	Some proficiency; Needs to improve in this area; Adequate	Proficient; Little/no deficiency in this area; Good	Highly proficient; Can't improve in this area; Polished

### ADMINISTRATIVE SKILLS

### SCORE

<b>1. <u>Knowledge and Adherence to Procedures</u></b>	
Comments:	
<b>2. <u>Time Management</u></b>	
Comments:	
<b>3. <u>Organization</u></b>	
Comments:	
<b>4. <u>Technology Skills</u></b>	
Comments:	
<b>5. <u>Documentation</u></b>	
Comments:	
<b>6. <u>Communication Skills</u></b>	
Comments:	

### WORK ETHIC

### SCORE

<b>7. <u>Attendance</u></b>	
Comments:	
<b>8. <u>Initiative</u></b>	
Comments:	
<b>9. <u>Dependability</u></b>	
Comments:	
<b>10. <u>Dealing with Demanding Situations</u></b>	
Comments:	
<b>11. <u>Role Modeling / Team Player</u></b>	
Comments:	
<b>12. <u>Professional Development</u></b>	
Comments:	

### POSITION SKILLS

### SCORE

<b>13. <u>Knowledge of Program's Treatment Model</u></b>	
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<b>Comments:</b>	
<b>14. Teaching Effectiveness</b>	
<b>Comments:</b>	
<b>15. Modeling of New Behaviors</b>	
<b>Comments:</b>	
<b>16. Use of Redirection Techniques and Behavioral Reinforcements</b>	
<b>Comments:</b>	
<b>17. Effective Intervention Strategies</b>	
<b>Comments:</b>	
<b>18. Resident Advocacy</b>	
<b>Comments:</b>	

<b>Areas to Improve:</b>	
<b>Action Plans:</b>	
<b>Areas of Strengths:</b>	
<b>Employee Comments:</b>	

My signature below signifies that I have reviewed this Performance Evaluation with my supervisor. It does not necessarily suggest that I agree with the evaluation. I understand that my employment is At-Will and that the evaluation process is offered to assist my professional development.

I, \_\_\_\_\_, \_\_\_ have \_\_\_ have not been charged, held, or sited by any law enforcement agency during the previous 12 months while employed at STAR Community Justice Center. I understand I must immediately report all law violations to the Executive Director. Failure to report any law violation could result in administrative action including termination from STARCJC.

<b>Employee:</b>		<b>Date</b>	
<b>Supervisor:</b>		<b>Date</b>	
<b>Executive Director:</b>		<b>Date</b>	