

# STAR *Community Justice Center*

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

### **PERSONAL SKILLS**

### **SCORE**

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

**POSITION SKILLS****SCORE**

<b>13. <u>Position Knowledge</u></b>	
<b>Comments:</b>	
<b>14. <u>Training Staff</u></b>	
<b>Comments:</b>	
<b>15. <u>Quality Assurance / Continued Quality Improvement</u></b>	
<b>Comments:</b>	
<b>16. <u>Use of Redirection Techniques and Behavioral Reinforcements</u></b>	
<b>Comments:</b>	
<b>17. <u>Effective Intervention Strategies</u></b>	
<b>Comments:</b>	
<b>18. <u>Staff Advocacy</u></b>	
<b>Comments:</b>	

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