

## Individual Meeting Evaluation Form/

**Very Satisfactory:           Rate a 2**  
**Satisfactory:                 Rate a 1**  
**Needs Improvement:       Rate a 0**

Component scores are equal to the average of the item scores. Thus, each item should be added together and divided by the number of items assessed in that component.

| <b>Communication Skills:</b> This section assesses the staff member's ability to effectively communicate to the participant. | Very Satisfactory | Satisfactory | Needs Improvement | Not Applicable |
|--|-------------------|--------------|-------------------|----------------|
| Provides the information in a clear and concise manner.  |                   |              |                   |                |
| Communicates to the participants in a respectful manner.   |                   |              |                   |                |
| Uses reflective listening skills   |                   |              |                   |                |

### Communication Skills Score:

| <b>Modeling:</b> This section assesses the staff member's ability to be an effective role model for the participants. | Very Satisfactory | Satisfactory | Needs Improvement | Not Applicable |
|---|-------------------|--------------|-------------------|----------------|
| Displays prosocial thinking   |                   |              |                   |                |
| Displays prosocial behavior   |                   |              |                   |                |
| Demonstrates the skills using effectively   |                   |              |                   |                |
| Demonstrates respects toward participants   |                   |              |                   |                |

### Modeling Score:

| <b>Redirecting:</b> This section assesses the staff member's ability to recognize antisocial thinking and behavior, address the problem, and redirect the thinking. | Very Satisfactory | Satisfactory | Needs Improvement | Not Applicable |
|---|-------------------|--------------|-------------------|----------------|
| Recognizes antisocial thinking  |                   |              |                   |                |

|  |  |  |  |  |
|--|--|--|--|--|
| Recognizes antisocial behavior   |  |  |  |  |
| Addresses the antisocial thinking immediately  |  |  |  |  |
| Addresses the antisocial behavior immediately  |  |  |  |  |
| Corrects the antisocial thinking in a non-threatening manner   |  |  |  |  |
| Corrects the antisocial behavior in a non-threatening manner   |  |  |  |  |
| Redirecting takes place in a positive manner without shaming the participant or alienating the participant |  |  |  |  |

**Redirecting Score:**

|  |                          |                     |                          |                       |
|--|--------------------------|---------------------|--------------------------|-----------------------|
| <b>Behavioral Reinforcements:</b> This section assesses the staff member's ability to provide appropriate rewards for prosocial attitudes and behavior and punishments for antisocial thinking and behavior. | <b>Very Satisfactory</b> | <b>Satisfactory</b> | <b>Needs Improvement</b> | <b>Not Applicable</b> |
| Provides appropriate rewards for prosocial attitudes and behaviors   |                          |                     |                          |                       |
| Provides appropriate punishments for antisocial attitudes and behaviors  |                          |                     |                          |                       |
| Alternative prosocial attitudes or behaviors are provided/discussed after punishment is administered   |                          |                     |                          |                       |

**Behavioral Reinforcements Score:**

|   |                          |                     |                          |                       |
|---|--------------------------|---------------------|--------------------------|-----------------------|
| <b>Interpersonal Characteristics:</b> This section assesses personal characteristics of the staff member. | <b>Very Satisfactory</b> | <b>Satisfactory</b> | <b>Needs Improvement</b> | <b>Not Applicable</b> |
| Establishes rapport with the participants   |                          |                     |                          |                       |
| Sets boundaries   |                          |                     |                          |                       |
| Is firm but fair  |                          |                     |                          |                       |
| Is empathic   |                          |                     |                          |                       |
| Avoids argumentation  |                          |                     |                          |                       |
| Consistently uses motivational interviewing techniques  |                          |                     |                          |                       |

**Interpersonal Characteristics Score:**

**OVERALL SCORE:**

|                   |
|-------------------|
| <b>STRENGTHS:</b> |
|                   |
|                   |
|                   |
|                   |

| <b>AREAS FOR IMPROVEMENT</b> | <b>ACTION PLAN FOR IMPROVEMENT</b> |
|------------------------------|------------------------------------|
|                              |                                    |
|                              |                                    |
|                              |                                    |
|                              |                                    |

**STAFF MEMBER:** \_\_\_\_\_ **DATE:** \_\_/\_\_/\_\_

**EVALUATED BY:** \_\_\_\_\_