

**Ross County Board of DD Evaluation - SSA Office**

Employees Name	Job Title	Date Span of Evaluation Period	Date of Evaluation

Performance Factors	Performance Expectations: Comments and/of examples (attach extra sheets if needed)
1. Planning, Scheduling and Prioritizing	<p><u>ISP Submitted Consistently According to Timelines: ISP Packet Content Accurate/Individualized: Monitoring Reviews Submitted Timely: Monitoring Review Content Accurate: MUI Paperwork Submitted Timely: MUI Paperwork Content is Accurate: Waiver Initial and Redeterminations/LOC Submitted Timely: Waiver Initial and Redeterminations?LOC Content is Accurate:</u></p>
2. Quality/Knowledge of Work	<p><u>Overall Work is Accurate, Neat, and Thorough: Demonstrates Knowledge In Field of Work: Remains Up To Date in Current Trends in Profession: Brings Innovative Ideas to Others: Exercising Time Management Skills in Daily Work:</u></p>

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3. Quantity of Work	<p><b>Case Notes Consistently Submitted Timely: */12Months</b></p> <p><b>Months Consistently Meets 70% Productivity Goal: */12Months</b></p> <p><b>Unsatisfactory =0-15/24 Needs Improvement 15-21/24</b></p> <p><b>Meets Expectations= 22/24 and or Minimum 10 Months at 70% to meet qualifications for meeting expectations.</b></p> <p><b>Exceeds Expectations=22/24 and a Minimum of 10 Months at 71-80%</b></p> <p><b>Far Exceeds Expectations= 23/24 and Minimum of 11 Months at 80% and above.</b></p> <p>Two items are measured in this performance category. 1. Employees ability to submit their case notes by the due date and 2. Employees ability to meet the productivity standard throughout the year. For each month an employee is successful in the above two areas they receive a 1 for each month. For example SSA "A" submits their case notes by the due date each month successfully they would receive a 12/12. SSA "A" also meets the standard productivity goal 11/12 months throughout the year, their total score for both rated items in this performance category would be a 23/24. Once this is obtained the actual productivity monthly percentage is viewed for the SSA for the twelve month period to determine which category they fall into to meets expectations, exceeds expectations, or far exceeds ( see above). 24/24 is not a requirement for an employee to fall within the meet, exceeds or far exceeds category to accommodate for employee an employee to miss a case note due date during the year. Perfection is not the important factor in this category, consistency however is. The most successful employee in this category is one that is consistent in submitting their case notes timely and in meeting / exceeding the 70% standard throughout the year.</p>
4. Problem Solving/Decision Making	<p><u>Identifies Issues and Problems with Ease: Collects Relevant Information: Determines Alternative Courses of Action: Arrives at Sound Practical Solutions: Implements Solutions in a Timely Manner:</u></p>
5. Team Effort/Cooperation	<p><u>Contributes to Group Efforts: Establishes a positive working relationship with supervisors, co-workers, and individuals: Provides Objective Feedback:</u></p>

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6. Communication	<u>Relays Accurate and Appropriate Information Both Orally and in Writing: Listens, Reads, and Understands Information: Communicates with Supervisor Prior to Missed Deadlines:</u>
7. Adaptability	<u>Adjusts Well to Change: Remains Flexible In Daily Work: Prioritizes/Balances Work Successfully: Supports Modifications and Program Improvements:</u>
8. Dependability	<u>Has Infrequent Absences: Absences Have Avoided a Pattern (i.e. frequent absences on Mondays, Fridays etc.): Gets to Work Timely/ Remains Focused During Work Day:</u>
9. Specific Achievements (use additional sheets if necessary):	
10. Performance Goals for the next evaluation period:	
11: Training and Development Suggestions:	
12: Attendance (Supervisor's Comments):	See attached leave report.

Rater's Name (Print or Type)	Rater's Title	Rater's Signature

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*This performance evaluation was discussed with me on the date noted above. I understand that my signature attest only that a personal interview was necessarily indicate that I agree with the evaluation. A copy of the signed evaluation form will be provided to the employee upon request.*

Employee's Signature	Date

**Definitions of Performance Ratings Categories**

**Far Exceeds Expectations** - The Employee has exceeded all the performance expectations for this factor and has made many significant contributions to the effectiveness of this organization through such performance.

**Exceeds Expectations**- The Employee regularly works beyond a majority of the performance expectation of this factor and had made significant contributions to the effectiveness of this organization through such performance.

**Meets Expectations** - The employee has met the performance expectations for this factor and has contributed to the effectiveness of the organization through such performance.

**Needs Improvement** - The employee has failed to meet one or more of the significant performance expectations of this factor.

**Unsatisfactory** - The employee has failed to meet the performance expectations for this factor.

Evaluation Type

Rating

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Evaluation Type

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Evaluation Type


Date Rated

Evaluation Type

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Signed

contributions to the

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