

BOX 5-3. DIRECTIONS FOR COMPLETION OF THE SUPPORTIVE EMPLOYMENT EVALUATION

The purpose of this employment evaluation is to identify areas that may need improvement in your work performance and acknowledge areas of strength. Working with a recovery perspective, the goal is to provide you with both opportunities and support for personal growth. It is not meant as a judgment on you as a person; rather, it is a helpful tool to be used collaboratively with your employer. Depending on your job description, some of the rated items may not apply to you. It is OK to leave them blank.

DIRECTIONS

1. Circle the description next to each item that best fits how you see your own performance. Try to give specific examples in the box below the rated items. Also try to give specific ideas of the kinds of help you think you may need to improve. (NOTE: If you do not want to do this step alone, you can do it together with your employer.)
2. Meet with your supervisor with the completed form and discuss your observations and comments. Clarify any differences between your perceptions. (Specific examples help the most.)
3. Develop goals and a plan together with your supervisor.

TABLE 5-1. SUPPORTIVE EMPLOYMENT EVALUATION

Employee name (please print) _____

WORK SKILLS, HABITS, AND TOLERANCE

<i>Interest, motivation, or enthusiasm</i>	Hesitant, slow to interest	Generally good but inconsistent	Eager, absorbed in all aspects of job
<i>Ability to initiate activities, energy output</i>	Slow to get started, needs multiple cues and prompts	Applies self to tasks with minimum prompts	Energetic, initiates tasks, shows leadership
<i>Ability to follow through, concentration, attention span</i>	Needs frequent reminders	Generally adequate attention, some lapses	Good attention and follow-through
<i>Ability to take directions, response to authority</i>	Avoids, openly defies authority, debates suggestions	Accepting, tolerant, responds to suggestions	Responds well to feedback, able to initiate change
<i>Quality of workmanship, neatness, accuracy,</i>	Below average, multiple errors	Acceptable, improving skills	Exact, few mistakes, careful attention to detail
<i>Quantity of work, production</i>	Below standard, less than required	Average or acceptable	Above average, considerable work
<i>Attendance, punctuality, regularity</i>	Unpredictable, often late, inconsistent	Usually prompt, fairly consistent	Regular, punctual, stays overtime when needed

Specific examples of items:

Employee:

Supervisor:

(continued)