## Sanilac County Community Mental Health Authority

**Performance Evaluation: Employee Review Form**

This document serves to acknowledge opportunities for performance improvement and recognition, provide training and guidance, create goals, and to clarify expectations of job performance and/or work behavior. This form is recommended to be completed quarterly during Supervision, however, is required minimally at probation end and annually thereafter.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Previous Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Attachment Related to Employee’s Job Description: Competencies Addressed \*If not addressed=satisfactory*

**A. Competencies for Technician Staff**  1. **Initiative/Organization/Reasoning**

**B. Competencies for Administrative Staff**  2. **Ethics/Teamwork**

**C. Competencies for Professional Staff**  3. **Emotional Intelligence**

**D. Competencies for Managerial Staff**

Explanation/Summary of Discussion:

*Include complimentary behavior, pleasing attributes, areas of concern, disciplinary matters, etc. during the time period reviewed, with specific examples and expectations:*

|  |  |  |
| --- | --- | --- |
| Professional Goals -*New and Prior Goals* | Anticipated Completion Date | Met/Carry Over |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Staff Comments/Input:

Meets Expectations of Position:  Yes  No- Follow Up Required in 3 Months:

Employee Signature Date

Supervisor Signature Date

(Signature doesn’t necessarily indicate agreement)

Cc: Original: HR Manager/ Personnel File

Copies to: Supervisor, Officer, Employee

Policy Committee 03/20/2025 Form #0590

**Attachment A**

**COMPETENCIES FOR TECHNICIANS**

Sanilac CMH staff are dedicated to providing services to the community to improve lives. When they see a task that needs to be completed, they step in to assist or are first in line to help the Agency in promoting recovery, discovery, and independence. Each staff member works within their strengths and collaborates with their coworkers so that collectively we are a stronger whole. Staff provide positive feedback and suggestions to improve the quality of care in the Agency. They hold their coworkers, the individuals they serve and the community in high esteem.

To perform the job successfully, an individual should demonstrate the following competencies:

**1. Initiative/Organization/Reasoning:**

* Takes initiative and steps in to take on difficult challenges.
* Willing to identify problems and work to resolve them in the early stages.
* Plans and organizes work activities and uses time efficiently.
* Properly organizes and carries out job tasks in a timely manner.
* Know and understands job expectations and is willing to expand job knowledge and skills to be more effective to the Agency and the individuals served.
* Is enthusiastic about the Agency’s Mission and is a positive influence for co-workers and individuals served.
* Follows Management’s direction and commits to doing the best job possible.
* Uses materials and equipment safely and observes safety procedures/ensures individuals are not at risk.
* Demonstrates an understanding of and adherence to Agency policies and procedures and is willing to provide suggestions to make policies and procedures more efficient.
* Is willing to think outside of the box while able to make sound decisions and taking actions based on sound reasoning and weighing possible outcomes.

**2. Ethics/Teamwork:**

* Consistently treats all people with dignity and respect.
* Demonstrates expected ethics and principles.
* Accepts responsibility for actions and follows through on commitments.
* Demonstrates the ability to adapt to changes in work situations.
* Demonstrates ability and willingness to work cooperatively and effectively as part of a team.
* Willingly acknowledges team members and co-workers’ value to your work.

**3. Emotional Intelligence:**

* Verbal and written communication is constructive, effective, respectful, and clear.
* Willing to take the time to learn about co-workers’ personality so that working together is more effective.
* Ability to manage difficult or emotional individuals while providing services.
* Willingness to ask questions, listen to others’ ideas, and understand how the impact of your work, impacts your co-workers/team.
* Willing/Ability to be cost conscious.
* Staff are expected to learn and understand job functions and carryout tasks in a proficient manner.

Jobs: Technicians, Peer Support, Youth Peer Support, Parent Support Partner, Custodians, Maintenance Technicians.

**Attachment B**

**COMPETENCIES FOR ADMINISTRATIVE STAFF**

Sanilac CMH staff are dedicated to providing services to the community to improve lives. When they see a task that needs to be completed, they step in to assist or are first in line to help the Agency in promoting recovery, discovery, and independence. Each staff member works within their strengths and collaborates with their coworkers so that collectively we are a stronger whole. Staff provide positive feedback and suggestions to improve the quality of care in the Agency. They hold their coworkers, the individuals they serve and the community in high esteem.

To perform the job successfully, an individual should demonstrate the following competencies:

**1. Initiative/Organization/Reasoning:**

* Takes initiative and steps in to take on difficult challenges.
* Willing to identify problems and work to resolve them in the early stages.
* Plans and organizes work activities and uses time efficiently.
* Properly organizes and carries out job tasks in a timely manner.
* Is a self-starter in attaining job objectives.
* Know and understands job expectations and is willing to expand job knowledge and skills to be more effective to the Agency and the individuals served.
* Is enthusiastic about the Agency’s Mission and is a positive influence for co-workers and individuals served.
* Demonstrates an understanding of and adherence to Agency policies and procedures and is willing to provide suggestions to make policies and procedures more efficient.
* Is willing to think outside of the box while able to make sound decisions and taking actions based on sound reasoning and weighing possible outcomes.

**Ethics/Teamwork:**

* Consistently treats all people with dignity and respect.
* Demonstrates expected ethics and principles.
* Accepts responsibility for actions and follows through on commitments.
* Demonstrates ability and willingness to work cooperatively and effectively as part of a team.
* Willingly acknowledges team members and co-workers’ value to your work.

**Emotional Intelligence:**

* Verbal and written communication is constructive, effective, respectful, and clear.
* Demonstrates the ability to adapt to changes in work situations.
* Willing to take the time to learn about co-workers’ personality so that working together is more effective.
* Willingness to ask questions, listen to others’ ideas, and understand how the impact of your work, impacts your co-workers/team.
* Establishes and maintains effective relationships.
* Willing/Ability to be cost conscious
* Staff are expected to learn and understand job functions and carryout tasks in a proficient manner.

Jobs: Substitute Receptionists, Receptionists, Industrial Program Assistant, Administrative Secretary, Clinical Records Secretary, Program Secretary, Administrative Assistant-Oasis Coordinator, Administrative Assistant, Billing Specialists, Claims and Billing Specialists, Community Educator, Data Management Specialists, Fiscal Assistant, Industrial Coordinator, IT Specialists, Skill Building Coordinator, Accountant, Systems Administrator, Human Resources Assistant, RR/HR Assistant

**Attachment C**

**COMPETENCIES FOR PROFESSIONAL STAFF**

Sanilac CMH staff are dedicated to providing services to the community to improve lives. When they see a task that needs to be completed, they step in to assist or are first in line to help the Agency in promoting recovery, discovery, and independence. Each staff member works within their strengths and collaborates with their coworkers so that collectively we are a stronger whole. Staff provide positive feedback and suggestions to improve the quality of care in the Agency. They hold their coworkers, the individuals they serve and the community in high esteem.

To perform the job successfully, an individual should demonstrate the following competencies:

**1. Initiative/Organization/Reasoning:**

* Takes initiative and steps in to take on difficult challenges.
* Is a self-starter in attaining job objectives.
* Willing to identify problems and work to resolve them in the early stages.
* Plans and organizes work activities and uses time efficiently.
* Properly organizes and carries out job tasks in a timely manner.
* Know and understands job expectations and is willing to expand job knowledge and skills to be more effective to the Agency and the individuals served.
* Is enthusiastic about the Agency’s Mission and is a positive influence for co-workers and individuals served.
* Demonstrates an understanding of and adherence to Agency policies and procedures and is willing to provide suggestions to make policies and procedures more efficient.
* Is willing to think outside of the box while able to make sound decisions and taking actions based on sound reasoning and weighing possible outcomes.

**Ethics/Teamwork:**

* Consistently treats all people with dignity and respect.
* Demonstrates expected morals and principles.
* Accepts responsibility for actions and follows through on commitments.
* Demonstrates ability and willingness to work cooperatively and effectively as part of a team.
* Willingly acknowledges team members and co-workers’ value to your work.

**Emotional Intelligence:**

* Verbal and written communication is constructive, effective, respectful, and clear.
* Willing to take the time to learn about co-workers’ personality so that working together is more effective.
* Willingness to ask questions, listen to others’ ideas, and understand how the impact of your work, impacts your co-workers/team.
* Willing/Ability to be cost conscious.
* Staff are expected to learn and understand job functions and carryout tasks in a proficient manner.

Jobs: Medical Assistant, Health Mentor, Hospital Program Coordinator, Care Managers, RN/Clinical Nurse, Clinician/Care Managers, Clinical Coordinators, RN Coordinator, Infant Mental Health Professional, Occupational Therapist, Physical Therapists, Nurse Practitioner, Psychiatrists.

**Attachment D.**

**COMPETENCIES FOR MANAGERIAL STAFF**

Sanilac CMH staff are dedicated to providing services to the community to improve lives. When they see a task that needs to be completed, they step in to assist or are first in line to help the Agency in promoting recovery, discovery, and independence. Each staff member works within their strengths and collaborates with their coworkers so that collectively we are a stronger whole. Staff provide positive feedback and suggestions to improve the quality of care in the Agency. They hold their coworkers, the individuals they serve and the community in high esteem.

To perform the job successfully, an individual should demonstrate the following competencies:

**1. Initiative/Organization/Reasoning:**

* Takes initiative and steps in to take on difficult challenges.
* Willing to identify problems and work to resolve them in the early stages.
* Plans and organizes work activities and uses time efficiently.
* Properly organizes and carries out job tasks in a timely manner.
* Sets expectations and monitors delegated activities.
* Know and understands job expectations and is willing to expand job knowledge and skills to be more effective to the Agency and the individuals served.
* Is enthusiastic about the Agency’s Mission and is a positive influence for co-workers and individuals served.
* Demonstrates an understanding of and adherence to Agency policies and procedures and is willing to provide suggestions to make policies and procedures more efficient.
* Is willing to think outside of the box while able to make sound decisions and taking actions based on sound reasoning and weighing possible outcomes.

**Ethics/Teamwork:**

* Consistently treats all people with dignity and respect.
* Demonstrates expected ethics and principles.
* Accepts responsibility for actions and follows through on commitments.
* Demonstrates ability and willingness to work cooperatively and effectively as part of a team.
* Willingly acknowledges team members and co-workers’ value to your work.

**Emotional Intelligence:**

* Verbal and written communication is constructive, effective, respectful, and clear.
* Exhibits confidence in others, takes action and reacts well under pressure.
* Willing to take the time to learn about co-workers’ personality so that working together is more effective.
* Willingness to ask questions, listen to others’ ideas, and understand how the impact of your work, impacts your co-workers/team.
* Provides direction to subordinates and provides regular feedback/responsible for subordinate activities.
* Willing/Ability to be cost conscious. Works within budget/develops and implements cost saving methods.
* Staff are expected to learn and understand job functions and carryout tasks in a proficient manner.

Jobs: Clinical Supervisors, Administrative Supervisors, Facilities Supervisors, Public Relations/Communications Supervisors, Medical Directors, Recipient Rights Officers, Human Resources Managers, Executive Administrative Assistants, Chief Financial Officers, Chief Information Officers, Chief Program Officers, Chief Operating Officers, Chief Executive Officers