

Annual Evaluation: Therapist

Employee Name:	
Position:	
Supervisor:	
Program/Site:	

Review Date:	
Date of Hire:	
Time in Position:	
Next Review Due:	

IFD Mission

Our mission is to improve the lives of children and families through the development, provision, evaluation, and dissemination of high-quality, cost-effective, community-based services and supports.

Progress toward Annual Goals

Annual Goals from Past Year	Employee Summary of Progress toward Goals

Supervisor Evaluation of Progress Toward Annual Goals

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Feedback

Client and Referent Feedback

Summarize Feedback from Clients and Referents Regarding this Employee

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Evaluation of Overall Progress

Employee and supervisor both rate the employee's performance for each performance measure. Written comments in this section are optional. Any measures marked "Requires Annual Goal" should be addressed specifically in comments (in individual measures or in the Overall Comments section below). "Requires Annual Goal" indicates a more serious level of concern than "Needs Improvement." Activities may be included in the employee's annual goals even if "Requires Annual Goal" is not marked below.

Performance Measure	Employee Evaluation	Supervisor Evaluation
Is respectful of families served (avoids labeling, inferences, blaming).	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Provides high-quality clinical services (engagement, assessment, service planning, motivational interviewing, cognitive and behavioral interventions, teaching skills, etc.).	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Is responsive and flexible to client needs (is available, is accessible, schedules appointments at convenient times, etc.).	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Attends appropriately to safety concerns (accurately completes safety assessments, develops effective safety plans with family members, responds appropriately to crises, follows agency guidelines for contacting supervisor, etc.).	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Participates regularly and professionally in team consultation (on time, stays for entire meeting, clear and concise presentations, voices needs or wants, states goals and actions taken, discusses progress as well as problems, is supportive of other team members).	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Is a supportive team member (provides back-up for others, helps with team projects, encourages team members).	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Works effectively and respectfully with IFD colleagues (team members, office staff, supervisor, management, etc.).	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Accepts and utilizes feedback in a timely manner.	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Demonstrates the ability to work effectively and professionally with colleagues in the community, including referents.	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:

Is dependable (completes tasks, checks in daily with office, calls in when sick, etc.).	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Maintains accurate, high-quality client records (concise, complete, well-written, good grammar, etc.).	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Completes agency paperwork (timesheets, expense sheets, mileage, etc.) accurately and on time.	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:
Consistently meets contract requirements for services provided.	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) Comments:

If Providing an Evidence-Based Service Model:

Performance Measure	Employee Evaluation	Supervisor Evaluation
Demonstrates model fidelity. If applicable, consider data from the program consultant or other QA process in answering this question.	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) <input type="checkbox"/> Not applicable Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) <input type="checkbox"/> Not applicable Comments:
Participates fully in required quality assurance activities.	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) <input type="checkbox"/> Not applicable Comments:	<input type="checkbox"/> Meets or exceeds expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Requires annual goal (below) <input type="checkbox"/> Not applicable Comments:

Employee Overall Comments

Include Strengths, Accomplishments, and Areas for Growth

Supervisor Overall Comments

Include Strengths, Accomplishments, and Areas for Growth

Annual Goals

At least one of the employee's goals should be identified by the employee for professional growth.

Goal	Resources / Support Required	Desired Outcome	Time Frame

Signatures

My supervisor and I have jointly discussed this *Annual Evaluation* and *Annual Goals*. I understand that my signature indicates this evaluation has been discussed with me – it does not necessarily indicate my agreement with the content of the evaluation.

Employee Signature

Date

The above-mentioned employee and I have met and discussed this *Annual Evaluation* and *Annual Goals*.

Supervisor Signature

Date

I have reviewed this employee's *Annual Performance Evaluation* and *Annual Goals*.

Associate or Assistant Director Signature

Date