

Alaskan Core Competencies

Performance Review



Agency Name _____ Employee Name _____

Job Title _____ Program or Department _____

Supervisor _____ Review type (e.g. initial, annual) _____

Performance Period: From ___/___/___ To ___/___/___

Version 1.0
January 2011

Instructions

Direct care workers providing health and social services should have the basic skills that have been identified as the *Alaskan Core Competencies*. This Performance Review form is designed to assist supervisors in evaluating the employees on these skills. For each of the 10 Competency Categories below, rate the employee's skills as Exceptional, Satisfactory, or Unsatisfactory and add brief comments about strengths or weaknesses in each category. The individual competencies (lettered A, B, C, etc.) explain the skills within each category, but the supervisor is **not** expected to rate or comment on each of these. Comments on the Competency Categories are not necessary if the supervisor has completed and attached the *Alaskan Core Competencies Logbook*.

Once each Category is rated, provide an Overall Rating of the employee's performance for this Performance Period. In the Comments section, briefly summarize the overall performance and justification for the Overall Rating. Most agencies require this form to be reviewed and approved by a senior manager and/or a personnel manager prior to being discussed and reviewed with the employee, who then has the option of making written comments about the evaluation. The employee should receive a copy and the original should be placed in the employee's personnel file.

Ratings by Competency Category

Are behavioral examples documented by the supervisor in an attached *Logbook*? Yes No

Competency Category 1: **Working with Others**

Comments

- A. Listens effectively
- B. Communicates effectively
- C. Builds positive relationships
- D. Collaborates
- E. Maintains appropriate boundaries

Rating: Exceptional Satisfactory Unsatisfactory

Competency Category 2: Assessing Strengths and Needs

Comments

- A. Gathers and summarizes information
- B. Assists in identifying personal values, goals, and priorities
- C. Identifies strengths and resources
- D. Identifies problems, deficits, and stressors
- E. Detects warning signs
- F. Communicates results clearly
- G. Reassesses routinely

Rating: Exceptional Satisfactory Unsatisfactory

Competency Category 3: Planning Services

Comments

- A. Identifies recommended goals and services
- B. Supports individual and family member decision-making in developing a plan of care
- C. Assists individuals in developing personal plans

Rating: Exceptional Satisfactory Unsatisfactory

Competency Category 4: Providing Services

Comments

- A. Implements and coordinates the plan of care
- B. Conducts outreach and engagement
- C. Maintains safety
- D. Creates a therapeutic learning environment
- E. Provides emotional support
- F. Provides physical support
- G. Teaches and trains
- H. Supports problem solving and conflict resolution
- I. Prevents and intervenes in crises
- J. Organizes and conducts group activities
- K. Promotes health and wellness

Rating: Exceptional Satisfactory Unsatisfactory

Competency Category 5: Linking to Resources

Comments

- A. Identifies recommended resources
- B. Supports individual and family decision-making in selecting resources
- C. Connects individuals and families to community resources

Rating: Exceptional Satisfactory Unsatisfactory

Competency Category 6: **Advocating**

Comments

- A. Advocates on behalf of the individual and family
- B. Supports self-advocacy

Rating: Exceptional Satisfactory Unsatisfactory

Competency Category 7: **Individualizing Care**

Comments

- A. Assesses the influence of key individual, family, and community characteristics
- B. Tailors services to unique individual, family, and community characteristics
- C. Modifies plans and services based on individual and family experience

Rating: Exceptional Satisfactory Unsatisfactory

Competency Category 8: **Documenting**

Comments

- A. Completes required documentation
- B. Balances privacy with documentation requirements

Rating: Exceptional Satisfactory Unsatisfactory

Competency Category 9: **Behaving Professionally and Ethically**

Comments

- A. Fulfills responsibilities and commitments
- B. Complies with laws, regulations, policies, and ethical codes
- C. Seeks supervision and consultation
- D. Manages stress and maintains personal health

Rating: Exceptional Satisfactory Unsatisfactory

Competency Category 10: **Developing Professionally**

Comments

- A. Seeks opportunities to improve knowledge, skills and abilities
- B. Uses performance evaluations and feedback to improve performance

Rating: Exceptional Satisfactory Unsatisfactory

Overall Rating:

Rating: Exceptional Satisfactory Unsatisfactory

Comments (Summarize the overall performance and justification for the Overall Rating. Highlight strengths and areas in need of improvement):

Signatures:

	Signature	Title	Date
Rated by:			
Reviewed by:			
Approved by:			
Employee – I have been given a copy of this report and it has been discussed with me.			

Optional Employee Comments (e.g., agreement or disagreement with the review or any additional comments):