# CO_1C_BLACK_SLDCOSE 1:1 Feedback FORM

Director of Services will complete at least monthly with each Employment Specialist and submit to Operations Officer by 5:00 p.m. on the 10th of the month.

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| Employee: | Supervisor: | Date: |

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| **Employee Section** | | |
| Employee Goal(s) | Progress Made | Completion Date |
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| **Expectations** |
| 1. Staff will be on time for work and follow agency policy pertaining to absenteeism and tardiness as well as requesting personal leave time. |
| 1. All paperwork will be handed in according to the timelines indicated in policy and/ or supervisor directions. |
| 1. Mileage sheets will be handed in on the date indicated on the mileage due date sheet. They will be typed and calculated by staff. |
| 1. Staff will attend all trainings and meetings assigned by his or her supervisor on a monthly basis. |
| 1. Staff will make every effort to engage the customers to encourage their success. Attempts to re-engage the customer will begin immediately upon disengagement. |
| 1. Staff will complete 6 job developments per week. |
| 1. Staff will respect their customers and peers at all times, be a positive role model and have a positive attitude. |
| 1. Staff will take direction and requests from supervisors in a professional manner. Staff is receptive to suggestions and assistance with paper work. |
| 1. Staff implements 8 Core Principles in their day to day work and utilizes these methods as the way they provide service. |
| 1. Staff will attend triage and staffing meetings and makes attempts to be an active member of the triage/staffing team. Staff will utilize their IDDT team and will maintain a transparent relationship with their team. |

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| **Supervisor Section** | |
| Topic of Discussion | Expectation(s) |
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| Employee Signature: | Date: |
| Supervisor Signature: | Date: |