# 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.

|  |  |  |
| --- | --- | --- |
| Employee: | Supervisor:  | Date:  |

|  |
| --- |
| **Employee Section** |
| Employee Goal(s) | Progress Made | Completion Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **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.
 |

|  |
| --- |
| **Supervisor Section** |
| Topic of Discussion | Expectation(s) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Employee Signature: | Date: |
| Supervisor Signature: | Date: |