

Manual Of Administration

TOPIC: Support Services	SUBJECT: Staff Evaluation Form	Code: SS186
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PREAMBLE: This Staff Evaluation form is to be used by an individual to offer feedback on staff performance. It is also a means for individuals to self direct their supports and indicate satisfactions with supports in general.

Purpose: This policy will outline when the Staff Evaluation Form will be used by individuals and how the form is to be distributed and completed.

Procedure

1. Form will be provided to individuals a few months prior to a staff=s annual review through the Manager. A self-addressed, stamped envelope will be provided to return the form.
2. People who are unable to complete the form on their own will be directed by the Manager to seek assistance from a family member, friend or advocate.
3. Completion of the form is not mandatory and is completely voluntary.
4. Forms will be returned directly to the Manager in the self addressed stamped envelope provided.
5. Related comments will be included in the appraisal.