

# Caregiver Administrative Evaluation



**Caregiver Name:**

**Caregiver ID Number:**

**Rating Scale:**

- **EXCEEDS:** Always meets or exceeds goals
- **MEETS:** Most often meets goals
- **DOES NOT MEET:** Never or seldom reaches goals

Please rate your job performance below (check  only one rating for each performance indicator):

Performance Indicators	Rating Scale			Rating Scale		
	Exceeds	Meets	Does Not Meet	Exceeds	Meets	Does Not Meet
1. Available to work when assigned cases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Arrives on time for all cases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Follows Policies and Procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Utilizes the HHAx Mobile and Care Connect Application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Follows the Plan of Care for the client.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Communicates availability with Supervisor on a consistent basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Establishes and maintains effective working relationship with clients/and client's family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrates effective problem-solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Effectively responds in emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintains and submits appropriate records and written documentation, including timesheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Communicates, establishes, and maintains effective working relationship with Supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signature(s)</b>	<b>Caregiver Signature:</b>			<b>Supervisor/Reviewer Signature:</b>		

**Caregiver Date Completed:**

**Supervisor/Reviewer Date Completed:**

**Caregiver Comments:**

**Supervisor/Reviewer Comments:**