

Final Evaluation – (this form shall be completed by supervisor after process is complete)

Essential Skills Evaluation

Based on all information gathered during the screening process, rate each of the Essential Skills.

Trainability. Able to comprehend and behaviorally incorporate new information and skills; willing to utilize training and supervision to modify and improve known techniques.

Comments 1 2 3 4 5 – Rate between 1 and 5 - 1 being the worse and 5 being the best

- 1 2 3 4 5** Reluctant to accept new ideas and make changes. Has difficulty comprehending information and incorporating new skills. Responds defensively to supervision. Avoids ongoing training.
- 1 2 3 4 5** Learns new ideas and skills. Accepts supervision and feedback. Accepts the required amount of ongoing training.
- 1 2 3 4 5** Open to new ideas and embraces change. Encourages supervision and feedback. Motivated to grow professionally and committed to ongoing training.

Policy Adherence. Able to conform to established policies and procedures and to address issues in a manner that is consistent with existing guidelines for the program.

Comments 1 2 3 4 5 – Rate between 1 and 5 - 1 being the worse and 5 being the best

- 1 2 3 4 5** Disregards policies and rules without seeking information. Views necessary rules as oppressive and unreasonable.
- 1 2 3 4 5** Typically conforms to policies and rules, but sees them as a necessary burden. Rarely offers useful suggestions about changes in procedures.
- 1 2 3 4 5** Questions policies and rules in a mature way and makes reasonable suggestions. Recognizes the value of policies and rarely breaks them.

Patience. Able to maintain a mature, problem-solving demeanor when faced with interpersonal conflict, personal rejection, hostility, or other stressful circumstances. Able to control anger, control frustration and demonstrate compassion in difficult circumstances.

Comments 1 2 3 4 5 – Rate between 1 and 5 - 1 being the worse and 5 being the best

- 1 2 3 4 5** Responds impulsively to stressful circumstances and reacts emotionally to interpersonal conflict or personal rejection. Easily angered or upset. Openly demonstrates frustration and intolerance for stress.
- 1 2 3 4 5** Handles interpersonal conflict carefully and maintains control of emotional responses. Rarely fails to control anger or frustration, but may react emotionally to extremely stressful circumstances.
- 1 2 3 4 5** Maintains a mature, problem solving posture when faced with interpersonal conflict, rejection, hostility, repeated defiance or other stressful situations. Consistently controls anger and frustration.

Supportiveness. Able to show genuine concern for others, determine when a person needs comfort and provide appropriate comfort in a manner that is helpful.

Comments 1 2 3 4 5 – Rate between 1 and 5 - 1 being the worse and 5 being the best

- 1 2 3 4 5 Has difficulty understanding the experiences and feelings of others. Lacks compassion. Puts own needs first. Is quick to pass judgment or criticize.
- 1 2 3 4 5 Provides support for others and responds appropriately to requests for support. Usually considers a participants needs. Avoids passing judgment or criticizing except under stressful situations.
- 1 2 3 4 5 Demonstrates caring, kindness and compassion. Listens and responds to the spoken and unspoken feelings of others. Places participant’s needs first. Is nonjudgmental and delivers criticism kindly.

Judgment. Able to generate useful, effective solutions. Exhibits a realistic understanding of issues and uses reason, even when dealing with emotional or sensitive topics.

Comments 1 2 3 4 5 – Rate between 1 and 5 - 1 being the worse and 5 being the best

- 1 2 3 4 5 Lacks common sense and ability to analyze situations accurately. Does not consider consequences before acting. Often chooses ineffective, thoughtless or harmful options.
- 1 2 3 4 5 Makes reasonable decisions based on available information. Often depends upon others to make decisions in complex situations.
- 1 2 3 4 5 Understands complex situations and responds thoughtfully to problems. Considers important variables to generate useful, effective solutions.

Boundaries. Able to maintain strong, appropriate relationships with participants that are not mistaken by others as social or sexual in nature. Maintains positive role modeling at all times.

Comments 1 2 3 4 5 – Rate between 1 and 5 - 1 being the worse and 5 being the best

- 1 2 3 4 5 Consistently ignores policies about touch and professional contact with participants. Considers participants to be peers and fraternizes with them on a peer level.
- 1 2 3 4 5 Verbalizes understanding and respect for policies but “forgets” on occasion and needs reminders about staying professional.
- 1 2 3 4 5 Understands and abides by all policies for appropriate behavior with participants.