

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

HUMAN RESOURCES DIRECTOR

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time.	ME	NI	U
Reliable in attendance.	ME	NI	U
Alert in health and safety matters.	ME	NI	U
Flexible with assignments and schedule.	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences.	ME	NI	U
Remains calm in a tense situation.	ME	NI	U

Comments:

Key Performance Factors from Job Description

Strategic Leadership

Participate as a member of the leadership team which closely monitors and supports growth of the organization.	ME	NI	U
Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.	ME	NI	U
Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.	ME	NI	U
Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.	ME	NI	U
Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.	ME	NI	U
Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements;	ME	NI	U

advising management on needed actions.			
Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.	ME	NI	U
Lead cross-organizational efforts to streamline internal and external communication processes.	ME	NI	U
Work with organizational leadership to design and implement retention strategies for all levels of staff. Develop an employee recognition program to recognize outstanding performance of staff members across the program.	ME	NI	U

Comments:

Staff Recruitment and Orientation

Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.	ME	NI	U
Develop broad, diverse pipelines for full-time and part-time positions.	ME	NI	U
Lead and manage all aspects of the hiring process.	ME	NI	U
Coordinate with hiring Directors to screen resumes, interview candidates, conduct reference checks and orient new employees.	ME	NI	U
Innovate via existing process to create a seamless onboarding experience for candidates.	ME	NI	U
Coordinate development of group information sessions and supervise hiring Directors in the creation of staffing plans.	ME	NI	U
Develop and implement a technology strategy to ensure maximum efficiencies of all HR processes, from candidate recruitment and screening through intake to benefits administration.	ME	NI	U

Comments:

Staff Evaluation and Professional Development

Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.	ME	NI	U
Lead the annual performance evaluation and goal setting processes.	ME	NI	U
Train supervisors on the execution of this process and educate staff on the tool's utility.	ME	NI	U
Analyze trend data and guide refinement of current system.	ME	NI	U
Create professional development opportunities for all staff.	ME	NI	U

Comments:

Benefits Development and Administration

Perform worker's compensation, all leaves, FMLA and COBRA administration.	ME	NI	U
Implement comprehensive benefits package for all employees.	ME	NI	U
Closely manage costs and oversee roll out of all benefit programs enrollment periods.	ME	NI	U
Monitor use of benefit programs by employees while exploring innovative ways to increase our offerings.	ME	NI	U

Comments:

Safety

In coordination with Administrative Services Director, oversee agency safety initiatives, ensuring compliance with OSHA regulations, and recommendations of Worker's Compensation Insurance carrier.	ME	NI	U
Directs Slip, Trips, and Falls program; meet regularly with Workers Compensation Representative.	ME	NI	U
Provide direction for the Hazardous Communication Program.	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by ____ days**

☐ **Discontinue employment with Reach Dane**