

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

HUMAN RESOURCES GENERALIST/RECRUITER

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

Staff Recruitment and Orientation

Post and advertise open positions and assisting in recruitment process at job fairs.	ME	NI	U
Develop and maintain good relationship with universities, employment agencies and other recruitment resources.	ME	NI	U
Conduct analytic job studies and construct valid selection and job related criteria. Screen, evaluate and recommend applicants for interviews.	ME	NI	U
Prepare and maintain job documentation, job evaluation, and company salary structure systems.	ME	NI	U
Write ads and post open positions with outside agencies.	ME	NI	U
Participate in interviews as required and assist staff members in identifying and creating job related interview questions.	ME	NI	U
Administer and explain benefits to employees, serve as liaison between insurance carriers and employees.	ME	NI	U
Check applicant references and initiate needed paperwork.	ME	NI	U
Recommend, develop, and schedule development and training courses.	ME	NI	U
Participate in development and execution of orientation programs and procedures for new employees.	ME	NI	U
Providing research and statistical information to staff in collecting, preparing and analyzing the information for use in implementation of procedures and policies.	ME	NI	U
Assist with compensation and classification issues.	ME	NI	U

Review employee complaints and ensure accurate and timely documentation of concerns or issues.	ME	NI	U
Facilitate actions to resolve employee issues and escalate them to appropriate management team.	ME	NI	U
Complete all aspects of onboarding for new hires.	ME	NI	U
Process employee information into Paylocity.	ME	NI	U

Comment:

Generalist Responsibilities

Ensure the preparation and maintenance of Agency Orientation, Enrollment, Recruitment, Volunteer Packets, and other independent projects as assigned by supervisor.	ME	NI	U
Ensure the timely distribution of staff ID Badges and card keys.	ME	N	U
Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.	ME	NI	U
Request, monitor, and maintain use of Human Resources supplies and materials.	ME	NI	U
Complete POs to pay for Human Resources expenses.	ME	NI	U
Support other Human Resources staff during absences and peak times of the year by being cross-trained and conduct other duties as assigned by Human Resources Manager/Human Resources Director.	ME	NI	U
Track and assure all credentialing and licensed staff has current licenses at all times.	ME	NI	U
Represent the agency in the community in a professional manner.	ME	NI	U
Participate in researching and implementing fiscally responsible and efficient Human Resources processes i.e. benefit administration, compensation, training / development, performance evaluations, job descriptions, etc.	ME	NI	U
Respond to employee relations matters with sensitivity and strict confidentiality.	ME	NI	U
Present professional presence on the phone and work site.	ME	NI	U
Be an advocate for client groups and provide feedback to leadership on challenges and concerns facing the group.	ME	NI	U
Work cross-functionally to support the development and implementation of organizational programs, systems, and initiatives.	ME	NI	U
Assist in the collection and reporting of employee metrics to support organizational and business decisions.	ME	NI	U
Support and ensure data and systems integrity in relation to employee transactions through regular processing and auditing of employee information via ABRA.	ME	NI	U
Drive effective performance management strategies.	ME	NI	U
Partner with HR Director, HR Manager and HR Specialists in communicating benefit and compensation policies and practices to all staff.	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1. _____

2. _____

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**