

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

HUMAN RESOURCES MANAGER

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

Comment

Performance Factors from Job Description

Employment/Recruitment

Direct the recruitment of all Dane County Parent Council staff utilizing creative strategies to attract qualified applicants to the group.	ME	NI	U
Manage employment practices and policies that are compliant with state and federal laws.	ME	NI	U
Monitor turnover, absenteeism, worker's compensation and unemployment compensation for cost impacts.	ME	NI	U
Manage the development and implementation of new employee orientation, staffing reports, advertising programs and exit interview process.	ME	NI	U

Comments: _____

Supervisory Responsibilities

Provide day-to-day guidance and direction to the Human Resource staff to ensure smooth operation of department functions.	ME	NI	U
Partner closely with other Directors reporting to the Program lead to coordinate infrastructure efforts.	ME	NI	U

Assist with development and maintaining job descriptions for all Human Resources staff and clearly communicate job duties to all personnel.	ME	NI	U
Works with human resource staff to recruit, select, and orient employees to company culture.	ME	NI	U
Contributes to team effort by accomplishing related results as needed.	ME	NI	U
Train managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.	ME	NI	U
Works with HR Director on employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; obtaining and evaluating benefit contract bids; conducting educational programs on benefit programs.	ME	NI	U
Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.	ME	NI	U
Prepare, update, and recommend human resource policies and procedures.	ME	NI	U
Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.	ME	NI	U
Coach and develop staff members and create a team environment to ensure a quality work group.	ME	NI	U
Assist Human Resources Director in setting performance standards and expectations and work with Human Resources staff to accomplish goals; provide feedback, both on-going and through the annual performance appraisals.	ME	NI	U

Comments: _____

Policy/Procedure/Employee Admission/Wage Structure

Promote and maintain harmonious relationships within the organization by identifying potential or existing problems and providing a means of resolution.	ME	NI	U
Work with each department director to integrate human resource objectives, functions and responsibilities.	ME	NI	U
Assist HR Director with structure by updating job requirements and job descriptions for all positions.	ME	NI	U
Conduct periodic pay surveys; scheduling and conducting job evaluations.	ME	NI	U
Coach Reach Dane in setting performance standards, expectations, and work with staff to accomplish goals linked with Reach Dane success measures.	ME	NI	U
Provide consultation, training and communication of personnel related information to management and staff; includes wage and hour laws, labor contract agreements, civil rights laws, workers compensation etc. as well as internal personnel policies and procedures.	ME	NI	U
Assist with interpret, communicate and revision of personnel related policies and issues; remain updated on latest legal, labor contract and performance standard updates regarding Human Resources policies and procedures in order to remain within legal compliance.	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 staff grievances and complaints, following contract agreement and other legally mandated guidelines; perform related investigations and documentation when warranted.	ME	NI	U
Maintain positive communications with union representatives, providing information when warranted and / or required.	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**