



BELIEVE THERAPIES

therapy that works

EMPLOYEE PERFORMANCE REVIEW

Therapy Staff

Employee Name: _____ Date: _____

Reviewer Name/Title: _____ Period of Review: _____

Please complete this form carefully and thoroughly, remember its purpose is to:

- Provide objective criteria for a Personnel Performance Evaluation on a standard basis within Believe Therapies, LLC.
- Compel an examination of all individual traits affecting employee performance.
- Help to support conclusions and recommendations for positions and compensation improvements.
- Produce a fair evaluation of an employee.
- Allow the company to gather feedback from its employees on company operations, management performance, communication, growth and goals.

Procedure:

- Decide for each of the following traits, which have been identified for job success, the level at which the employee has performed for this evaluation period. Write the corresponding value in the rating column. Once all areas have been rated, add the numbers in the rating column to obtain a total score.
- Transfer this total to the rating scale. This will indicate the overall opinion of the employee's performance.
- Refer to the ratings to comment on the employee's strengths and areas for further improvement. The comments should be consistent with the ratings.
- Finally, document the employee's reaction to this evaluation and make additional recommendations for changes, such as rate of pay.
- All information documented on the performance review and discussed during the review meeting will, and should, be handled with the upmost privacy. All portions of the performance review and meeting will become a permanent attachment in the employee's personnel file in Paycom.

Calculating Performance:

- Assistant Therapists (COTA, PTA, SLP-Assistants)
 - **28 – 69: Unsatisfactory/Does Not Meet Expectations:** Performance does not meet position requirements, objectives and expectations. Employee lacks knowledge and skills to perform job duties and does not meet acceptable standards of the profession. Immediate attention to improvement is required.
 - **70 – 83: Needs Improvement/Areas of Growth:** Performance meets some position requirements, objectives and expectations but slight deficiencies noted. Employee has the foundation expected by the professional standards, but is not able to demonstrate application in every situation.
 - **84 – 97: Meets Expectations/Effective:** Performance is satisfactory and meets position requirements. Employee consistently meets job and professional standards.
 - **98 – 112: Exceeds Expectations/Highly Effective:** Performance exceeds normal job requirements and is superior on a consistent and sustained basis. Employee is highly competent in the art of the position and continues to strive for improvement in all areas of professional development.

- Evaluating Therapists (OTR, PT, SLP)
 - **32 – 79: Unsatisfactory/Does Not Meet Expectations:** Performance does not meet position requirements, objectives and expectations. Employee lacks knowledge and skills to perform job duties and does not meet acceptable standards of the profession. Immediate attention to improvement is required.
 - **80 - 95: Needs Improvement/Areas of Growth:** Performance meets some position requirements, objectives and expectations but slight deficiencies noted. Employee has the foundation expected by the professional standards, but is not able to demonstrate application in every situation.
 - **96 – 111: Meets Expectations/Effective:** Performance is satisfactory and meets position requirements. Employee consistently meets job and professional standards.
 - **112 – 128: Exceeds Expectations/Highly Effective:** Performance exceeds normal job requirements and is superior on a consistent and sustained basis. Employee is highly competent in the art of the position and continues to strive for improvement in all areas of professional development.

CLIENT CARE

Job Knowledge: Demonstrates knowledge of professional theories and therapeutic techniques, professional content and education, including clinical & prerequisite skills, typical/atypical developmental characteristics, and varied approaches to learning, student interests, and cultural heritage.

1	2	3	4	
<p>Displays little understanding of the content or the structure of the discipline or of content-related teaching practices; makes clinical errors and displays little understanding of prerequisite skills and minimal knowledge of typical and atypical developmental characteristics. Makes little or no attempt to acquire knowledge of component areas listed.</p>	<p>Displays basic knowledge of content and content-related teaching practices; is uneven and inconsistent in related it to other aspects of the client's POC. Therapy sessions reflect awareness of prerequisite skills, although such knowledge is incomplete and/or inaccurate. Displays generally accurate knowledge of typical and atypical developmental characteristics and other component areas listed.</p>	<p>Displays solid clinical knowledge of professional content concepts, prerequisite skills among topics and concepts, typical and atypical developmental characteristics and exceptions to general patters. Makes connections between therapy and other aspects of the client's POC. Shows solid knowledge and understanding of the component areas listed.</p>	<p>Displays extensive clinical knowledge of professional content and content-related practices. Actively builds on concepts, knowledge of prerequisite skills, typical and atypical developmental characteristics and exceptions to general patters when implement therapy. Makes strong connections between therapy and all component areas listed.</p>	<p>Rating: SELECT RATING Comments:</p>

Session Planning: Selects/develops and implements intervention strategies relevant to the disorder using a variety of activities and materials which fit the unique characteristics of the client and his/her disorder.

1	2	3	4	
<p>Requires supervisory guidance to select/develop and/or implement intervention strategies relevant to the needs of the client</p>	<p>In most situations, independently selects/develops and implements intervention strategies relevant to the communication disorder and the unique characteristics of the client.</p>	<p>Selects/develops and implements comprehensive intervention strategies that take into consideration all unique characteristics and needs of the client.</p>	<p>Selects/develops and implements comprehensive intervention strategies that take into consideration all unique characteristics and needs of the client and incorporates variety in materials and routine.</p>	<p>Rating: SELECT RATING Comments:</p>

Therapist-Client Relationship: Therapist establishes rapport with clients to encourage cooperation during treatment session. Encourages client and gives positive feedback during session to ensure maximum client participation and performance.

1	2	3	4	
<p>Therapist's interactions with clients are negative or inappropriate; clients appear uncomfortable in the therapy area.</p>	<p>Therapist's interactions with clients are both positive and negative; the therapist's efforts at developing rapport are partially successful.</p>	<p>Therapist's interactions with clients are positive and respectful; clients appear comfortable in the testing and therapy area.</p>	<p>Therapists' interactions with all clients demonstrate a positive, caring rapport and mutual respect. Interactions are inclusive and appropriate. Clients seek out the therapist, reflecting a high degree of comfort and trust in the relationship.</p>	<p>Rating: SELECT RATING Comments:</p>

Treatment Session: Adapts intervention procedures, strategies, materials, and instrumentation to meet individual client needs. Demonstrates appropriate time management skills in order to utilize visit to the full benefit of the client.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist develops services for clients that are unrelated to POC. Time is poorly managed.	Therapist develops services for clients that have guided principle and include a number of worthwhile activities but some are unrelated to POC. Time is somewhat managed.	Therapist develops a therapy program that adequately meets the needs of the client as defined by their POC and to support progress towards LTG and STG. Time is well managed.	Therapist develops a therapy program that is consistent with best practice to effectively meet the needs of the client as defined by their POC and to support progress towards LTG and STG. Time is well managed.	

Communication with Client/Parent: Effectively communicates Home Exercise Program (HEP) to client and/or client's parent/guardian in order to achieve education and carryover. Provides counseling and supportive guidance regarding the client's disorder to client, family, caregivers, and/or significant others.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist does not listen, reflect, or explain information appropriately and/or does not use terminology appropriate to the audience. Therapist does not monitor understanding by asking questions or encouraging interaction among all participants. Does not engage client/family in problem-solving activities or seek supervisory guidance when needed.	Therapist listens but may show some difficulty reflecting and/or explaining information using terminology appropriate to the audience. Therapist monitors understanding by asking questions but may have some difficulty encouraging interaction among all participants. Engagement of client/family in problem-solving activities is inconsistent.	Therapist listens, reflects, and explains information using terminology appropriate to the audience most of the time. Therapist monitors understanding by asking questions and encouraging interaction among all participants sometimes. Therapist attempts to engage client/family in problem-solving activities.	Therapist listens, reflects, and explains information using terminology appropriate to the audience all of the time. Therapist monitors understanding by asking questions and encouraging interaction among all participants. Therapist routinely engages client/family in problem-solving activities.	

Referrals: Identifies and refers clients for related services including another therapeutic discipline, audiological, educational, medical, psychological, social and vocational, as appropriate.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist does not identify the need for client referrals and/or does not make appropriate referrals.	Therapist requires assistance in to identify the need for client referrals and/or does not make appropriate referrals.	In most situations, therapist identifies the need for client referrals but may need some assistance in locating specific referral sources.	Therapist consistently and independently identifies the need for and makes appropriate client referrals.	

Clinic Cleanliness & Safety: Therapist's ability to maintain cleanliness and safety of the clinic in order to ensure client safety. Therapist should follow company policies and procedures for sanitizing, organizing, storing and equipment use and maintenance.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist does not identify or intentionally neglects to contribute to the cleanliness of the clinic. Does not clean up after themselves and does not follow policies and procedures related to cleaning and safety.	Therapist requires frequent reminders to follow cleaning and safety policies and procedures. Therapist typically neglects and intentionally ignores cleaning needs.	Therapist is observant and identifies obvious cleaning needs. Therapist cleans up after treatment sessions and keeps a clean and tidy space. Therapist follows policies and procedures related to cleaning and safety.	Therapist is ultra-aware of cleaning needs and not only identifies obvious needs but looks for ways to improve current status and organization of all areas. Therapist cleans up after treatment sessions and keeps a clean and tidy space. Therapist follows policies and procedures related to cleaning and safety.	

DOCUMENTATION

Treatment Documentation: Therapist's ability to maintain effective and accurate electronic documentation of treatment. Effectively documenting all aspects of client care including subjective information, treatments activities, client performance, and HEP program communication.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist documentation is lacking importation details and requires corrections often. Parent education and HEP are not assigned or addressed. All areas of the note are vague and not unique to the treatment visit for that DOS.	Therapist documentation is mostly complete and requires corrections sometimes. Parent education and HEP are not assigned or addressed. All areas of the note are vague and not unique to the treatment visit for that DOS.	Therapist documentation is complete but information is minimum necessary. Parent education and HEP are only occasionally addressed. Level and types of cues appear in notes only sometimes.	Therapist documentation is complete and descriptive, including information regarding cue types, frequency and degree of cues, purpose of activity, clear information on trials and education to teach specific skills, as well as information regarding parent education and HEP.	

Billing: Therapist appropriately assigns billing codes based on treatment activities and codes approved by client's insurance company.

1	2	3	4	Rating: SELECT RATING Comments:
Notes are frequently billed incorrectly and corrections are frequently required.	Notes are sometimes billed incorrectly and corrections are occasionally required.	Notes are mostly billed correctly and corrections are minimal.	Notes are always billed correctly and corrections are never required.	

Timeliness: Therapist ability to complete documentation according to company's procedures. Also corrections are completed timely and accurately.

1	2	3	4	Rating: SELECT RATING Comments:
Most notes are out of timeline compliance, with posting frequently sending task for completion.	Some notes are out of timeline compliance, with posting occasionally sending task for completion.	Notes are completed within timeline compliance. Rarely, posting will send task for note completion.	Notes are always completed within timeline compliance. Posting does not have to send task for note completion.	

Communication Log: Therapist ability to complete communication log in client's chart according to company's procedures.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist neglects to complete communication log or does so untimely and with vague information.	Therapist occasionally completes communication log; sometimes untimely and with vague information.	Therapist completes communication log timely and accurately.	Therapist completes communication log timely and accurately, with specific pertinent details.	

PROFESSIONAL LISENSURE & GROWTH

Professional License: Therapist should ensure that professional license remains current and in good standing during their employment with Believe Therapies.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist does not maintain license in a timely manner and neglects to renew and present Believe Therapies with a valid renewal for display.	--	--	Therapist maintains license in a timely manner and presents Believe Therapies with a valid renewal for display.	

Ethics: Therapist should adhere to their board's code of ethics in order to encourage sound judgment and rational decision making. Therapist should show professionalism, integrity, and advocacy and maintain confidentiality at all times.

1	2	3	4	Rating: SELECT RATING Comments:
Does not uphold code of ethics based on board stipulations; professionalism, integrity, advocacy and confidentiality are disregarded.	Upholds licensure board code of ethics, however professionalism, integrity, advocacy and confidentiality are frequently disregarded.	Upholds licensure board code of ethics; professionalism, integrity, advocacy and confidentiality are upheld with clients and staff.	Upholds and promotes licensure board code of ethics; professionalism, integrity, advocacy and confidentiality are upheld with clients and staff.	

Professional Development: Therapist's participation in continued education classes should be varied and challenging in order to encourage growth by the professional to expand one's knowledge and skills as a well-rounded therapist.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist does not participate in professional development activities, even when such activities are clearly needed for the development of skills.	Therapist's participation in professional development activities is limited to those that are convenient and required.	Therapist seeks out opportunities for professional development based on individual assessment of need.	Therapist actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as sharing workshops/learned information to colleagues and implementing training into treatment practices.	

HIPPA: HIPPA policies and procedures outline the employee's responsibility to maintain client confidentiality at all time. These should be followed in addition to the code of ethics mandated by the therapist's licensure board.

1	2	3	4	Rating: SELECT RATING Comments:
Employee displays dishonesty in interactions with colleagues, clients and the public and violates the principles of confidentiality.	Employee is honest in interactions with colleagues, clients and the public, plays a moderate advocacy role for clients and does not violate confidentiality.	Employee displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, clients and the public and advocates for clients when needed.	Employee can be counted on to hold the highest standards of honesty, integrity, and confidentiality and to advocate for clients, taking a leadership role with colleagues.	

HIPPA Security: HIPPA policies and procedures related to security of client's information are upheld and followed (shredding printed documents, locking printed documents, transferring documents in company issued lock box, using HIPPA coded name on protocols and flow sheets, using client number for all electronic communication, ensuring client documents are locked at the end of every business day, computer screen is locked when not in use, user logs out of Raintree when program is not being used, Raintree user name and password is not shared with other employees, etc.).

1	2	3	4	Rating: SELECT RATING Comments:
Employee is careless with client's health information and has a blatant disregard for confidentiality.	Employee is diligent in maintaining client's confidentiality and follows security guidelines most of the time.	Employee is always maintains client's confidentiality and follows security guidelines.	Employee is always maintains client's confidentiality and follows security guidelines. Employee takes a leadership role with colleagues in reminding them to comply with company policies and procedures related to HIPPA.	

PROFESSIONALISM

Customer Service: Responsiveness and courtesy in dealing with other staff, clients and family members.

1	2	3	4	Rating: SELECT RATING Comments:
<p>Therapist is not responsive and/or courteous in client/family interactions. Therapist does not listen and is unable to reflect and explain information using terminology appropriate to audience. Therapist does not monitor understanding by asking questions. Therapist does not engage client/family in conversations and problem-solving activities.</p>	<p>Therapist is responsive and courteous in client/family interactions only occasionally or when prompted. Therapist listens, but struggles with reflecting, and explaining information using terminology appropriate to audience. Therapist does not monitor understanding by asking questions. Therapist requires prompting to engage client/family in conversations and problem-solving activities.</p>	<p>Therapist is responsive and courteous in the majority of client/family interactions. Therapist listens, but may show some difficulty reflecting, and explaining information using terminology appropriate to audience. Therapist monitors understanding by asking questions but may have minimal difficulty encouraging interactions among all participants in the conversation. Usually engages client/family in problem-solving activities.</p>	<p>Therapist is responsive and courteous for all client/family interactions. Therapist listens, reflects, and explains information using terminology appropriate to audience. Therapist monitors understanding by asking questions and encouraging interactions among all participants in the conversation. Engages client/family in problem-solving activities.</p>	

Communication: Demonstrates communication skills (including listening, speaking, nonverbal communication, and writing) that take into consideration the communication needs as well as the cultural values of the client, the family, caregivers, significant others, and other professionals.

1	2	3	4	Rating: SELECT RATING Comments:
<p>Therapist does not present information clearly, logically and concisely. Oral communications, written reports, and letters are inappropriate for the needs of the audience. Terminology and phrasing is inconsistent with semantic competency of the audience and includes information that is inaccurate and/or incomplete. Does not listen carefully to clients and others and fails to provide appropriate clarification when needed. Nonverbal communication and body language is offensive/disrespectful and inappropriate.</p>	<p>Therapist occasionally presents information clearly, logically and concisely. Oral communications, written reports, and letters are sometimes inappropriate for the needs of the audience. Terminology and phrasing is inconsistent with semantic competency of the audience and includes information that is inaccurate and/or incomplete. Does not always listen carefully to clients and others and fails to provide appropriate clarification when needed. Nonverbal communication and body language is sometimes offensive/disrespectful and inappropriate.</p>	<p>Therapist usually presents information clearly, logically and concisely. Oral communications, written reports, and letters are appropriate for the needs of the audience. Terminology and phrasing is consistent with semantic competency of the audience and includes information that is accurate and complete. Listens to clients and others carefully and usually is able to provide appropriate clarification when needed. Nonverbal communication and body language are appropriate.</p>	<p>Therapist consistently presents information clearly, logically and concisely. Oral communications, written reports, and letters are appropriate for the needs of the audience. Terminology and phrasing is consistent with semantic competency of the audience and includes information that is accurate and complete. Listens to clients and others carefully and is able to provide appropriate clarification when needed. Nonverbal communication and body language are appropriate.</p>	

Collaboration: Collaborates with all staff effectively, listening to others, expressing ideas and providing relevant information in all matters related to case management.

1	2	3	4	Rating: SELECT RATING Comments:
Employee is not available to staff or questions and planning and declines to provide input when requested. Shows a blatant disregard for others and their time.	Employee is available to staff for questions and planning and provides input when requested. Sometimes shows a disregard for others and their time.	Employee initiates contact with relevant staff to confer regarding individual cases. Is usually respectful of others and their time.	Employee seeks out relevant staff and other professionals to confer regarding cases, soliciting their perspectives on individual students. Is always respectful of others and their time.	

Cooperation: Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.

1	2	3	4	Rating: SELECT RATING Comments:
Negative and difficult to get along with. Does not comply with administrative and other regulatory policy and procedure requirements. Information/actions requested may be inaccurate and/or does not meet established timelines.	Indifferent, makes little effort to cooperate or build relationships. Requires supervision and guidance to comply with administrative and other regulatory policy and procedure requirements. Most information/actions requested are accurate and meets established timelines.	Cooperative, gets along with others. Independently complies with administrative and other regulatory policy and procedure requirements. Information/actions requested is accurate and is done in a timely manner.	Extremely cooperative, stimulates team work and good attitudes with others. Independently and consistently complies with administrative and other regulatory policy and procedure requirements and does so in a timely and accurate manner.	

Attitude: Maintaining positive attitudes towards all staff, clients and families. Showing willingness to be courteous and cooperative, as well as demonstrating flexibility, responsiveness and enthusiasm.

1	2	3	4	Rating: SELECT RATING Comments:
Frequently demonstrates negative behavior and brings down others around them. Demonstrates negligible skills in consulting and collaborating with others. Avoids or may have negative relationships with colleagues and administrators. Limited in communicating information to either targeted or diverse audiences.	Occasionally demonstrates negative attitude. Is not able to put aside issues outside of work in order to complete job to standards. Adequately consults and collaborates at some levels. Maintains cordial relationships with others to fulfill required and assigned duties. Adequately shares information to targeted audiences in limited contexts.	Consistently has positive attitude and is able to put aside issues outside of work in order to complete job. Establishes and maintains mutual and cooperative relationships with support consultation and collaboration efforts at most levels. Effectively communicates information to target and diverse audiences in various contexts.	Consistently has positive attitude and is able to influence others in a positive manner. Is able to complete job regardless of personal issues unrelated to work. Demonstrates highly proficient skills in communicating, collaborating and consulting at all levels. Presents and disseminates information clearly and accurately to target and diverse audiences in a wide variety of contexts.	

Problem Solving: Initiative to develop innovative problem solving techniques. Being resourceful and practical with decision making.

1	2	3	4	Rating: SELECT RATING Comments:
Demonstrates minimal use of a problem solving framework for all professional activities.	Demonstrates a limited use of a problem solving framework for all professional activities.	Demonstrates the use of a problem solving framework as the basis for all professional activities.	Highly effective in using a problem solving framework as the basis for all professional activities.	

Initiative and Creativity: The ability to plan work and to go ahead with a task without being told every detail and the ability to make constructive suggestions.

1	2	3	4	Rating: SELECT RATING Comments:
Lacks initiative and creativity in job. Always uses the same materials and activities and is unable to or refuse to diversify treatment based on client's individual needs. Does not attempt to improve clinic programs or contribute to program growth.	Sometimes lacks initiative and creativity in job. Shows little variation in material and activity selection and is unable to independently diversify treatment based on client's individual needs. Makes minimal attempt to improve clinic programs and/or contribute to program growth.	Most of the time, shows initiative and creativity in job. Shows variation in material and activity selection and is able to independently diversify treatment based on client's individual needs. Makes attempts to improve clinic programs and/or contribute to program growth.	Consistently shows initiative and creativity in job. Shows variation in material and activity selection and is able to independently diversify treatment based on client's individual needs. Is always looking for ways to improve clinic programs and/or contribute to program growth.	

Judgement: The extent to which the employee makes decisions which are sound. Ability to base decision on fact rather than emotion.

1	2	3	4	Rating: SELECT RATING Comments:
Uses poor judgement when dealing with clients, co-workers and situations.	Uses questionable judgement at times when dealing with clients, co-workers and situations. There is an identified need for improvement of skills.	Handles most situations very well and makes sound decisions under normal circumstances.	Uses exceptionally good judgement when analyzing facts and solving problems. Thinking is mature and sound.	

Attendance & Reliability: Ensuring attendance according to the Employee Handbook, not misusing or abusing time off or sick time; conforming to scheduled work hours. Showing reliability and dependability consistently so a sense of stability may be established.

1	2	3	4	Rating: SELECT RATING Comments:
Usually unreliable, does not accept responsibility and give up easily. Frequently calls in, unable to attend work on a scheduled day, without sufficient reason. Consistently arrives late to work or attempts to leave work during scheduled hours. Abuse of "time off without pay is noted."	Sometimes unreliable, will avoid responsibility and is satisfied with minimum effort and responsibility. Demonstrates frequent tardiness and sometimes calls in and is unable to attend work on a scheduled day. "Time off without pay" is sometimes abused.	Usually gets the job done on time and works well under pressure. Accepts responsibility and shows to work on scheduled days and is on time. Absent for only rare emergencies or pre-planned PTO. No abuse of requesting an over-accommodating schedule or "time off without pay."	Very reliable, gets the job done on time and works well under pressure. Is able to complete tasks even if problems arise. Accepts responsibility and shows to work on scheduled days and is on time. Absent for only rare emergencies or pre-planned PTO. No abuse of requesting an over-accommodating schedule or "time off without pay."	

Appearance and Habits: Maintain appropriate dress according to the Employee Handbook. Arriving for work with a look of preparedness and orderliness to one's appearance and dress.

1	2	3	4	Rating: SELECT RATING Comments:
Displays unclean and/or untidy appearance. Does not appear well groomed or appropriately for job. Does not comply with company dress code.	Occasionally displays unclean and/or untidy appearance. Is mostly well groomed and appropriately for job. Shows inconsistent compliance with company dress code.	Comes to work well-groomed and appears clean and tidy. Is dressed appropriately for job. Complies with company dress code.	Consistently comes to work well-groomed and appears clean and tidy. Is dressed appropriately for job and sets an example for others to follow. Always maintains compliance with company dress code.	

Time Management/Organization: Organizing time effectively while being considerate of others time and their responsibilities.

1	2	3	4	Rating: SELECT RATING Comments:
Is consistently out of compliance with timelines and does not manage time well. Paperwork is disorganized and requires frequent assistance in organizing daily tasks in order to complete them.	Requires supervisory guidance to prioritize activities, schedule client contacts and meetings, maintain client records, and make professional contacts in a timely manner.	Independently prioritizes most activities, consistently schedules client contacts and meetings, maintains records accurately, and usually makes and documents professional contracts in a timely manner.	Independently and consistently prioritizes activities, schedules client contacts and meetings, maintains client records accurately, and makes and documents professional contacts in a timely manner.	

Leadership: Leads by example. Finds realistic solutions and resolves conflict. Brings out the best in team members and is supportive to others. Meets problems head on and acts professionally to resolve them.

1	2	3	4	Rating: SELECT RATING Comments:
Shows little or no leadership in the company. Is not self-motivating and feel no responsibility to motivate team. Manipulates company beliefs and values to fit their personal goals.	Needs improvement on leadership and teamwork skills as well as motivation of self and others. Can be a strong proponent of company and company beliefs and values when it directly relates to personal gain.	Average leader, others may look up to this employee. Sometimes motivational, but does not consistently. Can be a strong proponent of company and company beliefs and values.	Exceptional leader, others look up to this employee. Motivator and strong proponent of company and company beliefs and values.	

EVALUATING THERAPISTS

Referrals/Screenings: Follows established procedures for in-house referrals. Identifies and refers clients for related services including audiological, educational, medical, psychological, social, and vocational, as appropriate. Acknowledges other therapists concerns with clients and completes screenings are requested.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist does not follow established company procedures for referrals; does not respond to screening requests or makes hasty assessment of client, disregarding colleagues concerns.	Therapist inconsistently follows established company procedures for referrals; inconsistently responds to screening requests or makes hasty assessment of client, disregarding colleagues concerns.	Therapist adequately follows established company procedures for referrals and for meetings and consultations with parents; responds to referrals and makes thorough assessment of client needs.	Therapist consistently follows established company procedures for referrals and for meetings and consultations with parents; proactive in responding to referrals and makes highly competent assessment of client needs.	

Evaluation: Collects case history information and integrates information from client, family, caregivers, significant others, and professionals. Collects case history information and integrates information from client, family, caregivers, significant others, and professionals. Adapts interviewing and testing procedures to meet individual client needs.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist is unable to independently select case history or other interview formats with consideration for all relevant factors. Evaluation procedures are not appropriate and are incomplete.	Therapist requires supervision to select accurate case history or other interview formats with consideration for all relevant factors. Supervisory guidance is required to select procedures that are appropriate and are complete.	In most situations, therapist independently and accurately selects case history or other interview formats as well as selecting an adequate assessment battery with consideration to all relevant factors.	Therapist independently and accurately selects case history or other interview formats; comprehensive assessment battery is selected with consideration for all relevant factors.	

Evaluation Documentation & Treatment Plan: Interprets and integrates test results and behavioral observations, synthesizes information gained from all sources, develops diagnostic impressions, and makes recommendations. Develops and implements specific, reasonable, and necessary treatment plans.

1	2	3	4	Rating: SELECT RATING Comments:
Therapist is unable to, or inaccurately, interprets diagnostic data and/or behavioral observations. Reports are incomplete and lack of effort is evident in the final document. Therapist fails to develop therapy services suitable for clients, or plans are mismatched with the findings of the assessment.	Therapist requires supervision in order to accurately interpret diagnostic data and behavior observations. Reports writing contains minimum amount of information to be considered "complete". Reports require proofing before being sent to PCP and insurance. Therapist's services for clients are partially suitable for them or sporadically aligned with identified needs. They are not always individualized to specific client needs.	Therapist independently and accurately interprets and integrates test results and behavioral observations. Diagnostic impressions and/or recommendations are consistent with evaluation results. Therapist implements therapy services for students that are suitable for them and are aligned with identified needs.	Therapist consistently, independently, and accurately interprets and integrates test results and behavioral observations. Therapist consistently develops diagnostic impressions and makes comprehensive recommendations leading to appropriate case management. Therapist implements therapy services for clients, finding ways to creatively meet client needs and incorporate many related elements.	

Supervision: Follows board guidelines for supervision, maintaining appropriate documentation as required.

1	2	3	4
Does not comply with board stipulated supervision guidelines and requirements. Supervision documentation is disregarded.	Inconsistently complies with board stipulated supervision guidelines and requirements. Supervision documentation is disorganized and incomplete.	Complies with all board stipulated supervision guidelines and requirements. Supervision documentation is accurate and well maintained. Supervisee feels somewhat supported and is able to approach supervisor without hesitation.	Complies with all board stipulated supervision guidelines and requirements. Supervision documentation is accurate and well maintained. Supervisee feels supported and is able to approach supervisor without hesitation.

Rating: **SELECT RATING**

Comments: