**XXXX COUNTY COURT OF COMMON PLEAS**

**EBP JUVENILE PROBATION SUPERVISOR PERFORMANCE APPRAISAL FORM**

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| Employee: |       | Job Title: |       | Evaluation Period: |
| Manager: |       | Date of Hire: |       |       |

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| **OBJECTIVES OF THE PERFORMANCE APPRAISAL** |
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| The purpose of this performance appraisal is to maximize job effectiveness and competency by highlighting strengths and accomplishments, assessing skill development proficiency, identifying areas for improvement and setting goals and objectives between the employee and the department. This instrument is intended to help facilitate meaningful communication between manager and supervisor regarding job performance and expectations. |

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| **PERFORMANCE RATING DEFINITIONS** |
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| **RATING CODES** |
|  | **SEE** | **SUBSTANTIALLY EXCEEDS EXPECTATIONS:** A rare performance level. Overall performance far exceeded expectations and had significant impact on the department’s overall performance. Employees receiving this rating are clear role models. |
|  | **EE** | **EXCEEDS EXPECTATIONS:** Consistently meets and frequently exceeds job requirements or expectations; highly effective and results oriented. |
|  | **EA** | **EXPECTATIONS ACHIEVED:** Meets job requirements in a competent manner and may exceed this level on occasion; it is the expected level of performance. |
|  | **NI** | **NEEDS IMPROVEMENT:** Meets some job requirements, but needs development in certain areas to fully meet expectations. |
|  | **FME** | **FAILS TO MEET EXPECTATIONS:** Clearly did not meet job requirements or expectations; immediate and significant improvement is required. |
|  | **NA** | **NOT APPLICABLE:** Performance factor does not apply to position being evaluated; or performance factor does not pertain to this current rating period (explain in comments section). |

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| **SECTION 1: LEADERSHIP**  |
| A | **SUPPORTS THE MISSION AND GOALS OF THE DEPARTMENT/JUDICIARY:**1. Demonstrates commitment to the department’s vision and mission, and an ability to develop a mental image of the ideal organization based on that vision and mission;
2. Demonstrates the capacity to create a sense of purpose even in stressful times, and to generate and maintain a high level of morale;
3. Demonstrates a commitment to innovative public service, client-driven service, and personal growth;
4. Demonstrates self-motivation, with the ability to shift priorities to meet needs when unanticipated problems occur.
 | Supportive Information:      |
| Rating: |  |
| B | **SUPPORTS CONTINUOUS PROFESSIONAL DEVELOPMENT:** 1. Demonstrates a clear understanding of essential performance behaviors and operational objective and goals;
2. Demonstrates a commitment to being a life-long learner, and an active day-to-day desire and effort to continuously learn.
 | Supportive Information:      |
| Rating: |  |
| C | **EXHIBITS ETHICAL BEHAVIOR:**1. Demonstrates personal integrity and abides by the Code of Ethics.
 | Supportive Information:      |
| Rating: |  |

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| **SECTION 2: MODELS CORE COMPETENCIES OF EVIDENCE-BASED PRACTICE** |
| A | **SUPPORTS AND PROMOTES USE OF EVIDENCE-BASED PRACTICES AND CONCEPTS:**1. Models evidence-based juvenile probation practices and coaches skill development of staff to assess and interpret criminogenic risk/needs of juveniles, skill-building within juveniles, and participates in role play and practice sessions that assist staff in engagement practices and behavior change activities with juveniles;
2. Provides regular opportunities through structured one-to-one staff development meetings to assess, plan, and practice EBP skills;
3. Supports and monitors staff with regard to quality case planning, by developing and reviewing case supervision plans and checklists, case consultation meetings, audit forms; providing direct observation and feedback; and monitoring staff performance with an emphasis upon increasing skills and competencies;
4. Directs and develops staff competencies in the effective use of rewards and sanctions, and role-modeling of pro-social behavior.
 | Supportive Information:      |
| Rating: |       |
| B | **SUPPORTS AND PROMOTES USE OF ENGAGEMENT STRATEGIES:** 1. Builds staff relationships that are consistent with professional alliance traits, including, but not limited to , Authentic, Empathetic, Empowering, Respectful, and Strength-based;
2. Models motivational interviewing (MI), as well as, assists in developing staff competencies in the use of motivation interviewing
 | Supportive Information:      |
| Rating: |  |

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| **SECTION 3: COMMUNICATION** |
| A | **DEMONSTRATES PROFESSIONAL COMMUNICATION SKILLS :**1. Utilizes effective interpersonal skills, including the ability to present information and respond to questions from the Juvenile Court, County officials, colleagues, law enforcement and other agencies, the media, the general public, and vendors;
2. Provides courtroom testimony consistent with Balanced and Restorative Principles and Evidence-Based Practices.
 | Supportive Information:      |
| Rating: |  |
| B | **DEMONSTRATES CULTURAL COMPETENCY SKILLS:**1. Demonstrates cultural competency, by leading, communicating and working effectively with people of all skills, genders, and racial and ethnic backgrounds.
 | Supportive Information:      |
| Rating: |  |
| C | **DEMONSTRATES EFFECTIVE INTERPERSONAL SKILLS AND CONFLICT RESOLUTION STRATEGIES:**1. Communicates effectively, orally and in writing, and demonstrates good listening skills;
2. Resolves conflict, using mediation and negotiation skills.
 | Supportive Information:      |
| Rating: |  |
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| **SECTION 4: COACHING** |
| A | **ESTABLISHES PERFORMANCE EXPECTATIONS :**1. Demonstrates the ability to collaboratively identify and establish staff performance expectations consistent with job descriptions and reflected in performance appraisals;
2. Coaches and models those under supervision to fully utilize their skills and talents consistent with the mission and goals of balanced and restorative justice, and evidence-based practices.
 | Supportive Information:      |  |
|  |  | Rating: |  |
| B | **SUPPORTS SKILL DEVELOPMENT:**1. Provides opportunities for professional development of staff through the temporary assignment or delegation of greater responsibilities
2. Supports staff identification of professional development needs and interests, provides opportunities to participate in opportunities, and application of knowledge and skills.
 | Supportive Information:      |  |
|  |  | Rating: |  |
| C | **DEMONSTRATES ABILITY TO PROVIDE INSTRUCTION AND GUIDANCE:**1. Demonstrates the ability and willingness to work with others as team player;

  | Supportive Information:      |  |
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| **SECTION 5: CRITICAL THINKING** |
| A | **ASSESSES AND DEVELOPS SERVICE AND PERSONNEL SOLUTIONS:**1. Organizes, analyzes, and interprets information to make sound decisions and accept responsibility and accountability for those decisions.
 | Supportive Information:      |  |
|  |  | Rating: |  |
| B | **ASSESSES AND DEVELOPS ORGANIZATIONAL SOLUTIONS:**1. Exercises good judgement and develops sound, well-reasoned solutions to support organizational growth and development.
 | Supportive Information:      |  |
|  |  | Rating: |  |
| C | **ASSESSES AND DEVELOPS FISCAL SOLUTIONS:**1. Understands and analyzes financial information and budgetary requirements to efficiently and effectively manage staff responsibilities and department resources.
 | Supportive Information:      |  |
|  |  | Rating: |  |
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| **SECTION 6: USE OF MANAGEMENT TOOLS AND TECHNOLOGY** |
| A | **USES AND MANAGES CASE MANAGEMENT SYSTEMS:**1. Demonstrates an ability to ensure the accurate and timely input of information and data by staff into the PA Juvenile Case Management System (PaJCMS) and the Juvenile Court/Common Pleas Case Management System (CPCMS)
2. Demonstrates an ability to manage and interpret information/data collection systems to monitor and evaluate staff and department performance
 | Supportive Information:      |  |
|  |  | Rating: |  |
| B | **USES AND MANAGES ANALYTICAL TOOLS:**1. Demonstrates an ability to use, teach, and manage tools and processes designed into the PaJCMS to monitor, manage and evaluate activities by juvenile probation officers, youth and their families
2. Demonstrates an ability to utilize common software packages such as Microsoft Word, Excel, Outlook, PowerPoint, and Dashboards tools
 | Supportive Information:      |  |
|  |  | Rating: |  |
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| **OVERALL PERFORMANCE RATING**  |  |
| **OVERALL SUPPORTIVE INFORMATION:** |
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| **GOALS AND OBJECTIVES FOR FOLLOWING YEAR:** |
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| I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance and does not imply I agree with the evaluation. |
| **EMPLOYEE ACKNOWLEDGEMENT** |  | **DATE** |       |
| **MANAGER SIGNATURE** |  | **DATE** |       |
| **CHIEF PROBATION OFFICER SIGNATURE** |  | **DATE** |       |
| *Please note: Staff titles can be modified to reflect your department’s organizational structure.* |

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| **EMPLOYEE COMMENTS** |
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