**XXXX COUNTY COURT OF COMMON PLEAS**

**JUVENILE PROBATION OFFICER PERFORMANCE APPRAISAL FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee: |  | Job Title: |  | Evaluation Period: |
| Supervisor: |  | Date of Hire: |  |  |

|  |
| --- |
| **OBJECTIVES OF THE PERFORMANCE APPRAISAL** |
|  |
| 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 the supervisor and the employee regarding job performance and expectations. |

|  |  |  |
| --- | --- | --- |
| **PERFORMANCE RATING DEFINITIONS** | | |
|  | | |
| **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). |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION 1: DEPARTMENT STANDARDS AND POLICIES** | | | | |
| A | **WORK AND CONDUCT SUPPORTS MISSION AND GOALS OF THE DEPARTMENT/JUDICIARY:**  Demonstrates personal integrity and abides by the Code of Ethics;  Follows judicial polices/directives;  Follows departmental polices;  Demonstrates a willingness to employ Evidence Based Practices to reach departmental goals. | Supportive Information: | | |
| Rating: |  | |
| B | **ATTENTIVE TO DEPARTMENTAL SAFETY REGULATIONS/POLICIES:**   1. Follows departmental safety regulations/polices; 2. Completes required training and properly uses methods for managing angry or physically assaultive individuals. | Supportive Information: | | |
| Rating: | |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **SECTION 2: PROFESSIONAL ALLIANCE AND GROWTH** | | | |
| A | **COMMUNICATES EFFECTIVELY WITH DEPARTMENTAL EMPLOYEES AND ALL EXTERNAL STAKEHOLDERS, INCLUDING VICTIMS:**   1. Is authentic, attentive and articulates effectively when communicating with others; 2. Is confident, respectful and professional in all interactions; 3. Written and verbal communications are purposeful and timely; 4. Accepts responsibility, is responsive to suggestions and demonstrates the ability to be flexible, making appropriate adjustments when necessary. | Supportive Information: | |
| Rating: |  |
| B | **WORKS COLLABORATIVELY WITH WORKGROUPS/TEAMS/COMMITTEES:**   1. Works collaboratively with others to prevent or resolve conflicts by gathering relevant information and evaluating alternatives, before making a decision; 2. Willing to accept new duties; 3. Volunteers and actively participates in committees/workgroups. | Supportive Information: | |
| Rating: |  |
| C | **SEEKS OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT:**   1. Completes required training hours; 2. Willingly participates in training to address needs identified through audits/formal observations, supervisor feedback, and personnel evaluations; 3. Keeps informed of best practices and issues in the field. | Supportive Information: | |
| Rating: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **SECTION 3: CASE MANAGEMENT AND SUPERVISION** | | | |
| A | **RISK REDUCTION:**   1. Makes appropriate referrals for juveniles and families based on the principles of risk, need and responsivity; 2. Provides appropriate information, per departmental policy, to the treatment/referral agency and obtains required documents from the treatment/referral agency; 3. Communicates with service providers to support the achievement of identified goals. | Supportive Information: | |
| Rating: |  |
| B | **ACCOUNTABILITY MEASURES:**   1. Makes referrals to restorative programs, as appropriate; 2. Monitors payments of restitution and reports arrears in accordance with department policy and court requirements; 3. Makes timely referrals and oversees completion of community service. | Supportive Information: | |
| Rating: |  |
| C | **ASSESSMENT/SCREENING TOOLS:**   1. Utilizes effective information gathering techniques; 2. Completes the assessment/screening tool in a detailed and timely manner; 3. Scoring of the assessment/screening tool is reliable and valid; 4. Level of supervision and risk assessment overrides are explained and documented per departmental policy. | Supportive Information: | |
| Rating: |  |
| D | **CASE PLANNING:**   1. Prepares for development of initial case plan by identifying criminogenic needs and considers strategies for engaging juveniles in setting goals related to increased competencies; 2. Strengths are identified and included in the case planning process; 3. Collaborates with juvenile and family in developing and prioritizing goals to be incorporated into the case plan; 4. Develops a case plan which incorporates specific action steps while addressing responsivity needs; 5. When appropriate, case plans include linkage to agency involvement and treatment plans. | Supportive Information: | |
| Rating: |  |
| E | **MOTIVATIONAL INTERVIEWING:**   1. Demonstrates the use of Motivational Interviewing skills during daily interactions; 2. Employs Motivational Interviewing skills to enhance the quality of case management focusing on positive behavior change; 3. Listens effectively and encourages others to speak candidly; Participates in ongoing practice through the completion of recordings and/or direct observations per departmental policy; 4. Utilizes effective Motivational Interviewing to assist the juvenile in strengthening motivation and adherence to probation requirements. | Supportive Information: | |
| Rating: |  |
| F | **DAY-TO-DAY SUPERVISION:**   1. Meets contact standards as required by departmental policy; 2. Makes contact with family, schools, placements, and community; 3. Monitors compliance with court requirements and laws; 4. Utilizes assessment results, case plan, skill building and structured sessions to focus discussions with juveniles around behavior change; 5. Monitors progress, identifies barriers and assists juveniles in solving problems to promote behavior change by utilizing client-centered skill building activities. | Supportive Information: | |
| Rating: |  |
| G | **GRADUATED RESPONSES:**   1. Attentive to positive behavior and achievements and utilizes incentives to reinforce behavior change; 2. Recommends graduated sanctions for non-compliance in accordance with departmental policy/court directives. | Supportive Information: | |
| Rating: |  |
| H | **DOCUMENTATION:**   1. Case notes are objective, timely, concise, and thorough; 2. Case notes adequately summarize significant events or non-compliance; 3. Case notes routinely summarize progress on supervision plan goals; 4. Data entry into JCMS and other data sources is timely, accurate, and complete; 5. Reports are factual, grammatically correct, and filed in a timely manner. | Supportive Information: | |
| Rating: |  |
| I | **COURT DUTIES/RECOMMENDATIONS:**   1. Timely and complete preparation of all court documents; 2. Concise and clear recommendations to the courts based on a thorough analysis and summary of the case, including risk-level and identified needs (both criminogenic and special); 3. Prepared and on time for all court related meetings; 4. Professional courtroom demeanor. | Supportive Information: | |
| Rating: |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **OVERALL PERFORMANCE RATING** |  |
| **OVERALL SUPPORTIVE INFORMATION:** | |
|  | |

|  |
| --- |
| **GOALS AND OBJECTIVES FOR FOLLOWING YEAR:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| I have reviewed this document and discussed the contents with my supervisor.  My signature means that I have been advised of my performance and does not imply I agree with the evaluation. | | | |
| **EMPLOYEE ACKNOWLEDGEMENT** |  | **DATE** |  |
| **SUPERVISOR SIGNATURE** |  | **DATE** |  |
| **CHIEF PROBATION OFFICER SIGNATURE** |  | **DATE** |  |

|  |
| --- |
| **EMPLOYEE COMMENTS** |
|  |