Heart Haven Outreach Requirements

As you are probably aware, Heart Haven OutReach is a ten-year old organization that serves the needs of the Valley View School District "at-risk" youth. We currently serve about 160 high school aged youth referred to us through the school district and the community. We are honored to have touched and changed the lives of over 1200 youth since we opened our doors. However, we do so on very limited funding and a limited number of staff. Thus, opportunities to work with the University to further our cause are highly valued.

Basically, I am looking at redesigning our current evaluation form to do the following:

1. Create a multi-dimensional database file, such as is available through Access or FileMaker Pro, that allows for the creation of a fillable evaluation form with radio buttons for evaluation categories, automated summation of overall rating, and comment sections within categories or at the end for the evaluation form.
2. An evaluation form that allows for password protected staff input as well as a separate tab/access for administrator input.
3. Linkage that allows comparison reports of staff input and administrator input.
4. Ease of printing and multiple report forms.
5. A separate database/tab that allows for a staff information page (i.e., photo of staff member, employment start date, position, FT or PT, contact information, DL #, SS #, starting salary, current salary and date of last raise, and allows for new fields to be added).
6. Capability of reports that compare all staff evaluation strengths and/or weaknesses (graphing) to enable more effective use of evaluations when determining job responsibilities, raises, and more effective utilization of resources.
7. Access through a mobile device--can be done through password protected dropbox.
8. A separate "on the spot" walk through eval form that uses the major eval categories with radio buttons or check boxes, allows for a summation of the "walk through" results and provides space at the end for notes.

In essence, I think I am looking for a multi-dimensional database (which Access could create) that includes a) staff information page, b) individual staff evaluation for a given year, c) 2-3 " short walk-through evals (based on major categories only) for each staff member (7 staff members), and the ability to create a variety of graphs and reports based on this information.

H₂O
Heart Haven OutReach

EMPLOYEE PERFORMANCE & DEVELOPMENT REVIEW

Employee Name: _____

Employee Job Title: _____

Review Date: _____

Name of Reviewer: _____

Title of Reviewer: _____

PERFORMANCE COMPETENCIES

Rating Method:

5 = Outstanding; 4 = Exceeds job requirements;
3 = Meets job requirements; 2 = Needs improvement; 1 = Unsatisfactory

	1	2	3	4	5
COMMUNICATIONS	1	2	3	4	5
Expresses ideas and thoughts verbally	1	2	3	4	5
Expresses ideas and thoughts in written form	1	2	3	4	5
Exhibits good listening and comprehension	1	2	3	4	5
Keeps others adequately informed	1	2	3	4	5
Uses appropriate communication methods	1	2	3	4	5

Comments:

	1	2	3	4	5
COOPERATION	1	2	3	4	5
Establishes and maintains effective relations	1	2	3	4	5
Exhibits tact and consideration	1	2	3	4	5
Displays positive outlook and pleasant manner	1	2	3	4	5
Offers assistance and support to coworkers	1	2	3	4	5
Works cooperatively in group situations	1	2	3	4	5
Works actively to resolve conflicts	1	2	3	4	5

Comments:

COST CONSCIOUSNESS 1   2   3   4   5

Works within approved budget 1   2   3   4   5

Conserves organizational resources 1   2   3   4   5

Develops and implements cost-saving measures 1   2   3   4   5

Contributes to profits and revenue 1   2   3   4   5

Comments:

DEPENDABILITY 1   2   3   4   5

Responds to requests for service and assistance 1   2   3   4   5

Follows instructions, responds to management direction 1   2   3   4   5

Takes responsibility for own actions 1   2   3   4   5

Commits to doing best job possible 1   2   3   4   5

Keeps commitments 1   2   3   4   5

Meets attendance and punctuality guidelines 1   2   3   4   5

Comments:

INITIATIVE 1   2   3   4   5

Volunteers readily 1   2   3   4   5

Undertakes self-development activities 1   2   3   4   5

Seeks increased responsibilities 1   2   3   4   5

Takes independent actions and calculated risks 1   2   3   4   5

Looks for and takes advantage of opportunities 1   2   3   4   5

Asks for help when needed 1   2   3   4   5

Comments:

JOB KNOWLEDGE 1   2   3   4   5

Competent in required job skills and knowledge 1   2   3   4   5

Exhibits ability to learn and apply new skills 1   2   3   4   5

Keeps abreast of current developments 1   2   3   4   5

Requires minimal supervision 1   2   3   4   5

Displays understanding of how job relates to others 1   2   3   4   5

Uses resources effectively 1   2   3   4   5

Comments:

JUDGMENT 1   2   3   4   5

Displays willingness to make decisions 1   2   3   4   5

Exhibits sound and accurate judgment 1   2   3   4   5

Supports and explains reasoning for decisions 1   2   3   4   5

Includes appropriate people in decision-making process 1   2   3   4   5

Makes timely decisions 1   2   3   4   5

Comments:

PLANNING & ORGANIZATION 1   2   3   4   5

Prioritizes and plans work activities 1   2   3   4   5

Uses time efficiently... 1   2   3   4   5

Plans for additional resources.. 1   2   3   4   5

Integrates changes smoothly.. 1   2   3   4   5

Sets goals and objectives 1   2   3   4   5

Works in an organized manner.. 1   2   3   4   5

Comments:

PROBLEM SOLVING 1   2   3   4   5

Identifies problems in a timely manner. 1   2   3   4   5

Gathers and analyzes information skillfully 1   2   3   4   5

Develops alternative solutions 1   2   3   4   5

Resolves problems in early stages... 1   2   3   4   5

Works well in group problem-solving situations 1   2   3   4   5

Comments:

QUALITY 1   2   3   4   5

Demonstrates accuracy and thoroughness 1   2   3   4   5

Displays commitment to excellence 1   2   3   4   5

Looks for ways to improve and promote quality 1   2   3   4   5

Applies feedback to improve performance... 1   2   3   4   5

Monitors own work to ensure quality 1   2   3   4   5

Comments:

QUANTITY 1   2   3   4   5

Meets productivity standards 1   2   3   4   5

Completes work in timely manner. 1   2   3   4   5

Strives to increase productivity.. 1   2   3   4   5

Works quickly 1   2   3   4   5

Achieves established goals 1   2   3   4   5

Comments:

USE OF TECHNOLOGY.. 1		2	3	4	5
Demonstrates required skills... 1		2	3	4	5
Adapts to new technologies 1		2	3	4	5
Troubleshoots problems 1		2	3	4	5
Uses technology to increase productivity............................ 1		2	3	4	5
Keeps technical skills up to date 1		2	3	4	5

Comments:

DEVELOPMENT PLANS:

FUTURE GOALS:

EMPLOYEE COMMENTS:

EMPLOYEE ACKNOWLEDGEMENT:

I have reviewed this document and discussed the contents with my supervisor. I acknowledge that I have been advised of my performance status.

Employee Signature: _____   Date: _____

REVIEWER COMMENTS:

Reviewer Signature: _____   Date: _____