INITIAL DSP Evaluation Tool Instructions – PDF Version

This form is intended to be used to provide instructional feedback to the DSP related to the DSP Core Competencies within the provider organization’s probationary period. A recommended time frame is at 3 months for full-time staff or 6 months for part-time staff.

Those completing this tool should spend a reasonable portion of their time directly observing the DSP and the competencies being rated. Ratings should not be based on a single episode of an activity nor a single observation of an activity. This means that a direct supervisor or mentor would be the most likely person to complete the evaluation in a fair and accurate way. In addition, this tool can also be used by direct support employees to assess their own performance related to the core competencies during their initial months of employment. Self-assessment is considered a professional development activity in that it allows the DSP time to consider and reflect on his/her own strengths and weaknesses.

Ratings: The skills listed in this document should be demonstrated by the employee at the level of "Meets the Skill Standard" by the end of the first year for a full-time employee. A longer, pro-rated time period may be used for a part-time or floating employee. It is important to click on the rating box so an “X” will appear on the selected box. There are 4 categories of ratings: "Meets the Skill Standard", "Making Progress", "Does Not Meet the Skill Standard", and "Not Applicable." The tasks included under each Skill are provided as examples and the DSP does not need to demonstrate all tasks in order to meet the skill standard.

- **Meets the Skill Standard:** This rating indicates that the DSP demonstrates a good to very good level of competence in the skills of the Core Competencies. It also indicates the skill observed has been routinely and effectively performed in various circumstances. Meeting the standard is a respectable achievement, not a bare minimum attainment.
- **Making Progress:** This rating indicates that the DSP has not yet achieved the level of competence required by the standard in the Core Competencies or s/he is inconsistently demonstrating the skill level required. The observer believes the DSP will meet the standard given more practice and/or instruction on the skill.
- **Does Not Meet the Skill Standard:** This rating indicates that the level of competence in the standard is not being met routinely, and in the observer’s opinion, little or no progress toward meeting the skill standard has been made to date.
- **Not Applicable:** This rating indicates that the DSP has not had an opportunity to be shown, to practice or to demonstrate competence in the particular skill. The reasons for this may be that there is no person being served who needs the skill in question, or the agency does not require the particular skill. If an “N/A” is awarded, the reason for it must be documented in the comments section for that competency area. Note: Areas with grayed out cells cannot be awarded a rating of "N/A" as they are considered fundamental skills that all DSPs must master.

**Date of Hire:** Agencies can determine whether to include employee’s date of hire by the agency or the date that the employee was appointed to their current position.
Comments: This section is optional. Supervisors can choose to include additional comments if they think that additional information should be provided beyond the rating. If “Not Applicable” is selected, supervisors should indicate why in the comment section. To edit the comments section, please double click in the comments section.

Example Tasks: Example Tasks have been provided for each skill area. They are designated as "a", "b", "c", etc. The tasks for Goals 1, 2, and 3 cannot be edited or changed. However, supervisors or HR staff can edit or change the example tasks included in Goals 4, 5, 6, and 7 to better describe the specific responsibilities of the DSP in a certain work setting. To add or edit tasks for Goals 4-7, just click on the drop-down box with the example tasks and then select the task you would like to edit or change. **Please note that selecting an example task is not mandatory, but you can select a task if you would like to illustrate the skill being evaluated.**

Supervisor Summary Sheet: A numerical value will automatically appear in each appropriately marked box on the "Supervisor Summary" page, which corresponds to the rating made in the evaluation standards sections. A number value will appear in the "Supervisor Summary" tab for each skill. In addition, averages will be calculated for each Goal and Competency Area. A total average score will be calculated at the end of the "Supervisor Summary" sheet.

**Meets the Skill Standard** will receive a score of 1

**Making Progress** will receive a score of .5

**Does Not Meet the Skill Standard** will receive a score of 0

**Not Applicable** will not be included in the calculation of the average score

This summary sheet is intended for the supervisor. Supervisors can determine whether to share the summary sheet with staff. The employee will receive a rating category on the "Narrative Summary," but it is up to the supervisor whether to share the specific numerical ratings with their staff.

Delivering the Performance Evaluation: It is common practice to complete the rating form over a period of time prior to the face-to-face meeting with the employee. Allow for discussion and questions during the review. The employee should be given a copy of the evaluation. The employee's signature on the final page of this document is **NOT** an indication of the employee's agreement with the assessment but rather it indicates that he/she has reviewed the document with his/her supervisor.