



**This performance evaluation tool is intended to provide instructional feedback during the first three months of employment on performance related to the NYS Direct Support Professional (DSP) Core Competencies.**

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. Therefore, 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. Self-assessment is considered a professional development activity in that it allows the DSP time to consider and reflect on their 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, a check mark will appear on the selected box and a score will be tabulated in the supervisor summary for those who wish to use numerical scoring.

There are 4 categories of ratings: "Meets the Skill Standard", "Making Progress", "Does Not Meet the Skill Standard", and "Not Applicable." The example tasks associated with each skill are available for reference in a separate document. Those tasks are provided only as examples and the DSP does not need to demonstrate all tasks 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 presenting 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 not mandatory, but it is recommended that an evaluation include meaningful documented feedback, examples of how the DSP demonstrates that competency skill, as well as constructive suggestions. If “Not Applicable” is selected, supervisors should indicate why in the comment section.

If your comments exceed the available space in the comments field, please move your comments for that Competency Area to the **DSP Performance Evaluation Attachment** form.

**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 0.5
- ❖ **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 the supervisor can decide 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 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 indicates that they have reviewed the document with the supervisor.