

Caregiver Performance Review Template

Employee Information:

Caregiver name: _____

Position: _____

Supervisor: _____

Review Period: _____

Review Date: _____

Rating Scale Explanation

The rating scale used in the caregiver performance review template is a simple numerical scale from 1 to 5, where each number corresponds to a specific level of performance. Here's a breakdown of what each rating signifies:

Unsatisfactory = 1

Indicates significant deficiencies in performance. The caregiver consistently fails to meet expectations, which may require immediate intervention or improvement plans.

Needs Improvement = 2

Performance of job requirements is inconsistent and does not routinely achieve results expected by the organization. Incidents of problem work performance are not typical in the class of work performed and improvement is required.

Meets Expectations = 3

Suggests that the caregiver's performance is acceptable and meets the basic standards set by the organization. They fulfill their responsibilities and duties competently.

Exceeds Expectations = 4

Represents strong performance that goes beyond the standard expectations. The caregiver often demonstrates initiative and positively impacts residents and the team.

Exceptional = 5

Signifies outstanding performance that consistently surpasses the expected level. The caregiver exemplifies excellence in all aspects of their role and serves as a role model for others.

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Quality of Care – Provide an example of how the caregiver has delivered quality care to the resident.

Rating:

Comments and Examples

Suggestions and Required Improvements for the coming year (if any)

Communication Skills – Evaluate the caregiver’s ability to communicate effectively with residents, families, and staff.

Rating:

Comments and Examples

Suggestions and Required Improvements for the coming year (if any)

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Dependability and Punctuality – Assess the caregiver’s reliability and timeliness in attendance.

Rating:

Comments and Examples

Suggestions and Required Improvements for the coming year (if any)

Adherence to Policies and Procedures – Review how well the caregiver follows company policies and care procedures.

Rating:

Comments and Examples

Suggestions and Required Improvements for the coming year (if any)

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Compassion and Empathy – Evaluate the caregiver’s approach to residents and their ability to show understanding and kindness.

Rating:

Comments and Examples

Suggestions and Required Improvements for the coming year (if any)

Teamwork and Collaboration – Assess the caregiver’s ability to work as part of a team and support colleagues.

Rating:

Comments and Examples

Suggestions and Required Improvements for the coming year (if any)

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Overall Performance Rating (1-5): _____

Strengths: _____

Areas of Improvement: _____

Goals for Next Review Period: _____

Employee Comments:

(Provide the caregiver an opportunity to share their thoughts and feedback.)

Manager/Supervisor Signature: _____ Date: _____

Caregiver Signature: _____ Date: _____

(Please note that signing this document indicates acknowledgment of the review, not necessarily agreement.)