

Glossary

Assistance Cycle

One of the two cycles in the Evaluation System designed for staff requiring additional assistance and support to maintain or achieve an acceptable level of performance

Coaching Conversation

Professional dialogue that facilitates reflection on practice

Collaborative Level

The first of two levels in the Assistance Cycle

Community

A diverse group of people with common characteristics or interests at local, regional, state or national levels

Criteria

Behaviors that indicate competency in a Standard

Development Cycle

One of the three cycles in the Evaluation System focused on developing and supporting the professional knowledge and skills of Agency staff. Most Agency staff participate in this cycle.

Directed Level

The second of two levels in the Assistance Cycle

Evaluation System

A process of performance review and professional development designed to provide clear performance expectations and enhance professional learning. The system consists of three cycles: Induction, Development, and Assistance.

Evaluator

The employee's designated supervisor responsible for supporting and documenting on-going professional competency.

Evidence

A purposeful collection of naturally occurring items from daily work or activities that verify competency in a Standard

Induction Cycle

One of the three cycles in the Evaluation System designed to meet the needs of staff new to the Agency, who participate in the cycle for two to three years

Job Description

A document that states the essential functions and responsibilities of a particular job, the job qualifications, physical requirements, and other information

Mentor

A designated colleague, experienced at the Agency, who assists in the growth and development of a new employee

Observation

An opportunity for the evaluator to view the employee in a direct work situation, focusing on the employee's competency in the Standards

Performance Review

One of two components of the Evaluation System designed to document competence in the Standards and support the Professional Development Plan. It includes multiple sources of data such as observation, site visits, coaching conversations, artifacts and professional documentation.

Professional Development Plan

One of two components of the Evaluation System designed to enhance the employee's knowledge and skills and based on Agency goals and Standards and Criteria

Standards

Statements that reflect the essential professional behaviors for quality performance