

Employee's Goal and Objectives

Name of Employee *

Jerry Gbotoe

Date: *

MM DD YYYY

04 / 16 / 2021

Employee Goals and Objectives for the next year (List goal, desired outcome, and timeframe for completion of goal) *

Based on my role as EQC systems analyst, I'm here to provide technical supports as well as find solutions and must be able to work with people at all levels within EQC. Based on that, my primary objectives for the next year are as follow:

- 1) I will make sure that we have our own customize/tailor made system that will streamline all of the processes and enable us to have one centralized database.
- 2) Develops solution by preparing and evaluating alternative workflow solutions
- 3) Evaluate tools and techniques that will enable us to stay HIPPA compliance .
- 4) Use appropriate methods and techniques to enable employees to be efficient and effective as we all strive to uphold and keep Eqc mandate and mission.

List professional activities for the next year: *

1. Conduct quarterly training for office staff as well as other employees were applicable on various cybersecurity topics.
2. Carryout weekly backup of data
3. Ensure that all employees stay in compliance with our password and other security measures as well as other policies put in placed.

Other Comments:

This form was created inside of EQC Home Care Agency.

Google Forms

Peer Review Form

Name of Employee Being Reviewed *

Jerry Gbotoe

Your Name *

Branden crawford

Date of Review *

MM DD YYYY

04 / 13 / 2021

Review Type *



Peer Review

I. BASIC JOB REQUIREMENTS *

| | Exceeds Requirements | Meets Requirements | Needs Improvement | Not Applicable |
|--|----------------------------------|----------------------------------|-----------------------|-----------------------|
| Understanding of the Job: Does the employee have adequate knowledge to complete the tasks required by the job? | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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Service: Does the
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Professionalism: Does
the employee project
and sustain a positive
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work place and local
communities?



Ethics: Does the
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II. JOB SPECIFIC ATTRIBUTES *

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Professionalism:
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Other Comments:

Jerry has been great for EQC.
Jerry's work with the new program will take EQC to the next step.

Jerry may be quiet but he has a huge presence.

This form was created inside of EQC Home Care Agency.

Google Forms

Peer Review Form

Name of Employee Being Reviewed *

Jerry Gbotoe

Your Name *

Iris Balan

Date of Review *

MM DD YYYY

04 / 14 / 2021

Review Type *



Peer Review

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Other Comments:

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Google Forms

Peer Review Form

Name of Employee Being Reviewed *

Jerry

Your Name *

Raelynn

Date of Review *

MM DD YYYY

04 / 14 / 2021

Review Type *



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Jerry Gbotoe

Your Name *

Sharon Arhin

Date of Review *

MM DD YYYY

04 / 15 / 2021

Review Type *



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Other Comments:

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Google Forms

Peer Review Form

Name of Employee Being Reviewed *

Jerry Gbotoe

Your Name *

N/A

Date of Review *

MM DD YYYY

04 / 26 / 2021

Review Type *



Peer Review

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Other Comments:

Jerry is simply the best; he seeks to always go above and beyond the perimeters of his role and is never afraid to step in and help.

This form was created inside of EQC Home Care Agency.

Google Forms

Administrative Review of Employee

This performance evaluations are intended to measure the extend to which the employee's performance meets the requirements of the position and to establish goals for the future; strengthen the relationship between management and the employee; open up channels of communication; appraise past performance; recognize good performance; identify areas that might require improvement.

Employee name *

Jerry Gbotoe

Reviewer's name *

Vida and Francis Djorgee

Date of Review *

MM DD YYYY

04 / 27 / 2021

Review Period *

- ☐ Q1
- ☐ Q2
- ☐ Q3
- ☐ Q4
- ☒ Annual
- ☐ New Employee

Evaluation

- ☐ Exceptional
- ☐ Exceeds Requirements
- ☒ Meets Requirements
- ☐ Unsatisfactory

How would you rate the quality of the employee's work? (Check One)

- ☐ Poor/Weak
- ☐ Fair
- ☐ Satisfactory
- ☐ Good
- ☒ Excellent

Please list the employee's strengths. What does this employee do well?

You are consistently willing to view problems as challenges, as opposed to roadblocks and work with others on solutions. You exhibit an ability to come up with innovative solutions to unexpected problems.

Please list specific areas for improvement, if any:

Leadership role

Summary Appraisal Sheet

Review the ratings assigned to the performance factors on the previous section. Check the category below which most clearly describes the employee's total performance.

NEEDS IMPROVEMENT

MEETS REQUIREMENTS

EXCEEDS
REQUIREMENTS

Employee's total
performance



Has Conduct and Performance Improvement Plan for the FY been completed? If applicable, please attach documentation.



Yes



No

Comments

Awesome team player

Administrator Signature (Write your name as your signature) *

Vida Djorgee and Francis Djorgee

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