

NAME OF PAROLE OFFICER: \_\_\_\_\_

EVALUATION DUE DATE: \_\_\_\_\_

**PAROLE OFFICER (TRAINEE)  
PERFORMANCE OBJECTIVES**

NOTE: WHEN YOU COMPLETE AN EVALUATION OF PROBATIONARY SERVICE FOR A PROBATIONARY PAROLE OFFICER OR FACILITY PAROLE OFFICER, YOU MUST ALSO COMPLETE AND ATTACH THIS FORM. THIS FORM MUST ALSO BE COMPLETED FOR PAROLE OFFICER AND FACILITY PAROLE OFFICER TRAINEES.

DIRECTIONS: Check the box that best reflects the employee's demonstrated ability to apply the knowledge, skills, and abilities needed to successfully meet each performance objective listed below.

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY
1. Evaluates information gathered in terms of the potential effects on client's adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interprets written information and findings, developing and modifying treatment plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assesses strengths and weaknesses of client (vocational, family, educational, community, personal habits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Evaluates, organizes, and selects information, highlighting that which is significant and relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Identifies individuals from available and limited information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrates objectivity in evaluating clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Identifies client's problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Recognizes the need for assistance in guiding problem clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Gathers information in adverse situations and deals with hostile individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is receptive to supervisory and peer group insights in dealing with problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Establishes rapport with clients, conducive to developing mutual trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Demonstrates the ability to listen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Orally communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Composes and prepares clear, precise, and complete case history reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Orally presents and defends evidence and testifies accurately, concisely, and objectively at hearings and in courtroom situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Demonstrates knowledge of and uses Parole Officer Manual and memoranda outlining Agency policy and procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Follows prescribed procedures within timeframe guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Compiles and records workload data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Takes initiative to resolve problem cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Provides a positive role model, inspires trust and confidence in clients, and motivates clients in a positive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Uses authority in an appropriate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Demonstrates knowledge of current community employment, treatment, social, and rehabilitation resources and uses resources appropriately as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Supervisor Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date