Name: Employee number:
Title: Evaluation period:
Unit: Department:
Type of Appraisal:

[ ] Probationary [ ] Annual [ ] Reappraisal

I N S T R U C T I O N S:

1. Clinical and Ancillary Department will separately conduct competency assessment (core and

ongoing) for new and existing employees.

2. Check the box that corresponds to your assessment of performance using the Job Specific Rating

Guidelines below.

3. Use previous Performance Check-In forms, Core Values Behavioral Assessment Worksheet, and

discussions held during the performance year. Make note of when those Check-Ins occurred on

the form.

4. Complete the Core Values, Essential Job Functions, Hospital-Wide Standards, Assessment of

Goals and Summary of Performance sections.

5. Review the entire evaluation and determine the staff member's overall performance using the

rating assigned to each major section and the Overall Rating Guidelines on the last page of the

form. When determining the overall rating, consider the elements of performance that are

important to success for that position.

6. Place the corresponding number (1, 2, 3,4, or 5) that best describes your assessment of overall

performance in the Evaluation Summary section.

7. Ensure that the next level of management signs the evaluation, prior to the discussion with the

employee.

8. Discuss the evaluation with the employee.

9. Allow the employee to record his/her comments. Give the employee a copy of the evaluation and

the most recent, approved copy of the job description. Ensure the employee has an opportunity

to comment and all requested signatures are included.

10. If there is a change in salary, attach a complete Staff Information Adjustment Form.

****Forward the forms to the Human Resources Department. ****

Rating Scale

5 = Outstanding / Consistently Exceeds Expectations
4 = Exceeds Expectations
3 = Meets Expectations
2 = Needs Improvement
1 = Unsatisfactory

Section 1: Clinton Regional Hospital Core Values

Below is a list of core values to be upheld by every employee at Clinton Regional Hospital. Use the Core Values Assessment Worksheet from previous Performance Check-In forms conducted earlier in the performance year.

Respect: *The employee embraces the value of each person, sensitive to each*

individual's unique and diverse needs.

Rating (1-5): _____

Comments: _____

Reliability: *The employee is passionate about the care we provide and is*

accountable to others to achieve high quality, safety, and service.

Rating (1-5): _____

Comments: _____

Teamwork: *The employee communicates and collaborates to achieve*

shared goals, recognizing the contribution of each team member.

Rating (1-5): _____

Comments: _____

Integrity: *The employee holds themselves to the highest ethical standards*

and is committed to an honest and equitable environment.

Rating (1-5): _____

Comments: _____

Stewardship: *The employee responsibly manages resources for our patients,*

their families and the communities we serve.

Rating (1-5): _____

Comments: _____

Overall Performance Rating for Section 1: Clinton Regional Hospital Core Values

Rating: [ ] Unsatisfactory [ ] Needs Improvement [ ] Meets Expectations [ ] Exceeds Expectations [ ] Outstanding / Consistently Exceeds Expectations

Section 2: Essential Job Functions and Expectations

Following are performance factors specific to the employee's job. You must include a comment stating the reason you selected either exceeds standard or does not meet standard, for that factor.

Job Knowledge and Technical Expertise: *Has significant professional expertise in their current field and overall knowledge of hospital operations, policies and procedures; improves capabilities to meet the changing requirements of the job.*

Rating (1-5): _____

Comments: _____

Collaboration and Teamwork: *Works with others to create conditions that support teamwork both internal, and across functional areas.*

Rating (1-5): _____

Comments: _____

Process and Performance Improvement: *Looks at ways to lead improvement efforts with an eye towards continuous learning.*

Rating (1-5): _____

Comments: _____

Financial Management: *Ensures budget dollars are used responsibly; introduces ways to reduce costs.*

Rating (1-5): _____

Comments: _____

Communicates Effectively: *Express self well in verbal and written communications, listen to others and fosters open communication within the team and others.*

Rating (1-5): _____

Comments: _____

Leadership: *Gains support and commitment; provides clear direction; clarifies roles and responsibilities; coaches and develops others.*

Rating (1-5): _____

Comments: _____

Judgment: *Analyzes issues and exercises sound judgment in performance of job duties; demonstrates ability to set priorities.*

Rating (1-5): _____

Comments: _____

Diversity and Inclusion: *Recruits, hires, and develops a diverse team; elicits the teams perspective and includes them in decision making, when appropriate.*

Rating (1-5): _____

Comments: _____

Overall Performance Rating for Section 2: Essential Job Functions and Expectations

Rating: [ ] Unsatisfactory [ ] Needs Improvement [ ] Meets Expectations [ ] Exceeds Expectations [ ] Outstanding / Consistently Exceeds Expectations

Section 3: Hospital-Wide Standards and Expectations

Following are the competencies and corresponding performance standards for all employees at Clinton Regional Hospital. Indicate by numbering the appropriate level.

Cultural Competence: *Considers and incorporates the culture-specific needs of others in order to work with patients/customers from a variety of racial, ethnic and socioeconomic backgrounds.*

Rating (1-5): _____

Comments: _____

Safety: *Demonstrates work habits that contribute to a safe work environment.*

Rating (1-5): _____

Comments: _____

Time and Attendance: *Maintains a level of attendance and punctuality necessary to meet the responsibilities for the job.*

Rating (1-5): _____

Comments: _____

Compliance Responsibilities: *Understands and adheres to the Hospital's compliance standards as they appear in the Compliance Policies; protects the confidentiality of all Hospital information.*

Rating (1-5): _____

Comments: _____

Professional Image: *Maintains a professional image in keeping with the job's responsibilities as stated in the Dress Code Policy.*

Rating (1-5): _____

Comments: _____

Overall Performance Rating for Section 3: Hospital-Wide Standards and Expectations

Rating: [ ] Unsatisfactory [ ] Needs Improvement [ ] Meets Expectations [ ] Exceeds Expectations [ ] Outstanding / Consistently Exceeds Expectations

Section 4: Assessment of Goals

Discuss the extent to which the staff members meet established goals for the evaluation period. List in priority order. When creating goals, use the Goal Development Tool to ensure they align with organization and department goals. For managers, look to include measures in which the employee has impact. These may include, but not limited to, Patient Experience, Patient Safety, Employee Engagement, Employee Turnover, etc.

Goal 1: _____

Results/Outcome: _____

Goal 2: _____

Results/Outcome: _____

Goal 3: _____

Results/Outcome: _____

Mandatory Training Completed: Yes / No

Skill Requirements/Competencies Completed: Yes / No

Section 5: Overall Performance

Overall Performance Summary:

Overall Rating (1-5): _____

Performance Check-In Discussions Occurred: Yes / No

Dates: _____

Signatures

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

Next Level Manager: _____ Date: _____