



## FULL RANGE HEALTH SERVICES

### Employee Performance Review Individual Contributors

Employee Name:

Evaluator:

Review Period:

Manager:

Position Title:

Type of Evaluation:

#### General Instructions

The person completing this form should carefully consider all aspects of the employee's performance during the review period. For each competency, highlight performance activities and contributions. Site specific developmental needs where appropriate. In utilizing the rating scales, choose the level that **MOST CONSISTENTLY** describes the employee's level of performance for that competency. The descriptions used under each rating should be referred to as examples of that competency, not an all-inclusive list. The manager should review and discuss the contents of this document with the employee and send the original to Full Range Health Services ("FRHS") Human Resources.

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status; it does not necessarily indicate agreement. I understand I may attach written comments to this evaluation.

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

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 1 – Organizational Competencies**

	<b>Significant Need</b>	<b>Learning</b>	<b>Continuing Growth</b>	<b>Fully Competent</b>	<b>Role Model</b>
<b>Communication</b> – Is committed to direct, honest and open dialog.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engagement</b> – Understands that we must be individually committed to projects, assignments and initiatives in recognition that we each contribute to the success of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork &amp; Collaboration</b> – Works together to achieve common goals and foster a spirit of responsibility and accountability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confidentiality</b> – Respects and preserves the integrity and privacy of patient, organization, and employee information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sharing Knowledge</b> – Shares knowledge and promotes continuous education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

**Part II – Position Competencies**

	<b>Significant Need</b>	<b>Learning</b>	<b>Continuing Growth</b>	<b>Fully Competent</b>	<b>Role Model</b>
<b>Attention to Detail</b> - Ensures that tasks and process are accurately and thoroughly completed within the preferred time frame.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning and Organizing</b> - Effectively plans, prioritizes and organizes own time and resources (and possibly others) to achieve desired results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issue Analysis</b> - Effectively gathers and interprets information to appropriately evaluate an issue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Decision-Making/Judgment</b> - Selects effective approaches to resolving business issues and makes appropriate recommendations and/or decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy Understanding</b> - Understands and considers RHH business policy and procedures in completing daily work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Expertise</b> - Demonstrates the necessary technical skills and distributes that knowledge to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

**Part III – Accountability/Results**

	<b>Developmental Need</b>	<b>Needs Refinement</b>	<b>Good</b>	<b>Solid</b>	<b>Major Strength/ Exceptional</b>
<b>Work Product</b> - Meets goals and objectives; focuses on deliverables and does not become distracted from purpose of position; finishes the complete task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accuracy/Timeliness</b> - Work is correct, complete and on schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Follow-Through/Dependability</b> - Work product/service is delivered as promised; minimal need for checking and follow up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Urgency/Responsiveness to Customers</b> - Understands importance of customer relationships both internal and external; works towards meeting and exceeding customer expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Diligence</b> - Persists application of resources to achieve objectives; does not abandon or slacken effort in the face of obstacles; perseveres in the face of adversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>					

**Part IV – Individual Development Plan – Part A**

**Competency – Strengths**

**Identify employee's greatest strength and how they can continue to develop that strength:**

**Employee -Strength (1)**

Goal:	
Action Item(s):	
Deadline:	
Resources Required:	

**Employee -Strength (2 – Optional)**

Goal:	
Action Item(s):	
Deadline:	
Resources Required:	

**Employee -Strength (3 – Optional)**

Goal:	
Action Item(s):	
Deadline:	
Resources Required:	

**Part IV – Individual Development Plan – Part B**

**Competency – Challenges**

**Identify the employee’s greatest challenge and how they can continue to develop in that area.**

**Employee -Challenge (1)**

Goal:	
Action Item(s):	
Deadline:	
Resources Required:	

**Employee -Challenge (2 – Optional)**

Goal:	
Action Item(s):	
Deadline:	
Resources Required:	

**Employee -Challenge (3 – Optional)**

Goal:	
Action Item(s):	
Deadline:	
Resources Required:	

**Part V – Summary of Performance**

**Overall Contribution Level**

<b>Not Contributing at Expected Level</b>	<b>Contributor</b>	<b>Significant Contributor</b>	<b>Role Model Contributor</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There has been little growth in organizational and position-specific competencies; does not appear to learn from mistakes.	Organizational and/or position-specific competencies have grown; there is a measurable increase in contribution from the beginning of the performance period.	Performances level reflects an individual who is fully competent in key areas and shows a clear ability to continue to grow, develop additional skills and behaviors.	Demonstrates a high level of competence in key areas and most other organizational and position-specific competencies; continues to improve individual and team competencies and performance; always sets and achieves high standards for self.

**Comments:**



**Part IV– Appendix - Definitions**

<b>Position Competencies</b>	
Significant Need	Performance is inadequate and does not meet the expectations required for the position. Substantial improvement in this area is needed to continue in the position.
Learning	Level of performance meets most of the elements of the position but requires closer supervision and need for additional correction and/or knowledge.
Continuing Growth	Performance usually meets the job requirements; satisfies standards for work quality, quantity and timeliness.
Fully Competent	Performance fully meets the standards and expectations of the position.
Role Model	Performance exceeds job requirements and responsibilities; employee demonstrates extraordinary potential.

<b>Accountability/Results</b>	
Developmental Need	Significant/real improvement required. Incumbent's performance is unacceptable and falls far short of meeting the position's requirements. Substantial improvement in this area is clearly called for in order to continue in the position.
Needs Refinement	Some improvement would be beneficial and necessary for this individual's development. Performance approaches but does not meet position requirements.
Good	Performance is acceptable and meets the job's requirements.
Solid	Demonstrates a fully competent degree of accomplishment/development in this area and often exceeds position expectations.
Major Strength/Exceptional	Regularly/routinely exceeds job requirements. Demonstrates a high degree of accomplishment/development in this area. A distinguishing attribute for this individual.