**Performance Review Form** Planning Coaching/Feedback Annual

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| **Employee Name: Ima Sample** | **Employee ID: K0008675309** |
| **Department/Position: OPS/Human Resource Professional II** | **Evaluation Period: From: 10/15/2016 To: 10/15/2017** |
| **Supervisor: Ms. Supervisor** | **Overall Rating: Meets Expectations** |

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| **Review Type: Probationary:** Recommend Permanent Status, Extend Probation, Not Recommend Permanent Status **Annual Special** |

1. Unsatisfactory – performance consistently below expectations 2. Needs Improvement – Performance did not meet expectations

3. Meets Expectations - Performance consistently met expectations 4. Exceeds Expectations - Performance consistently exceeded expectations

5. Exceptional - Performance far exceeded expectations

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| Task Objectives | | | **Rating** | **Examples of Task Performance** |
| **Ima will provide daily phone coverage for the front desk, except during scheduled breaks and lunch, which includes providing accurate information and reasonable assistance to those contacting our office.**  **Pass(ME)/Fail(U)** | | | **Pass** | **Ima has done an excellent job covering the front desk. She answers everyone’s questions and is polite to the staff and the public.** |
| **Ima enters requisitions for commodities within 24 hours of request. Enter appropriate information in SMART, including required fields in the purchasing module. Ima receives items in SMART as required. Use accurate funding and contract information on requisitions.**  **Pass(ME)/Fail(U)** | | | **Pass** | **Ima is very prompt about entering requisitions when she gets them. She makes sure all the fields are filled and accurate.** |
| **Ima confirms all paperwork received is processed properly within 3 days of being received. Proper processing includes entering complete and accurate information, providing correct guidance when needed and filing of paperwork.**  **Pass(ME)/Fail(U)** | | | **Pass** | **Ima makes sure everything is properly processed in a timely manner. She is always open to helping others fill out paperwork.** |
| **Ima will earn a passing grade on the RN training test within the first 6 months of employment.**  **E-earning a score of 100%**  **EE-earning a score between 90%-99%**  **ME- earning a score between 80-89%**  **NI- earning a score between 70-79%**  **U- earning a score between <70%** | | | **ME** | **Ima took the test during her first month of hire and received a 78%, after another 2 months she came back and scores a 88%.** |
| **Ima will complete the Employee Care Work Assignment Sheet daily.**  **EE-0 missed patient care work assignment sheets**  **ME-1 to 2 missed patient care work assignment sheets**  **U- more than 3 missed patient care work assignment sheets** | | | **EE** | **Ima has never missed an employee care work assignment while she has been at work.** |
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| **Competencies/Behaviors** | | **On the Job Suggestion/Example** | **Rating** | **Behavioral Examples/Comments** |
|  | ***Create Your Own (e.g., Dependability, Value…)*** |  |  |  |
|  | **Problem Solving/Decision Making** |  |  |  |
| **X** | **Attitude/Accountability** | **Does not blame others or make excuses, and will admit to making a mistake when they occur.**  **Prioritizes tasks by importance and deadline. Adjusts priorities as situations change.**   1. **Focuses on results and desired outcomes and how best to achieve them. Gets the job done.** | **Pass** | **When Ima messes up she corrects her actions and does not blame others. She understands her faults and continues to improve.** |
|  | **Productivity** |  |  |  |
| **X** | **Teamwork** | 1. **Treats others the way they themselves would wish to be treated.** 2. **Treats people with respect and integrity** 3. **Encourages and supports the contributions of others in achieving team goals.** 4. **Openly shares information, knowledge and expertise with the team and co-workers** 5. **Appropriately gives and is open to feedback from team/co-workers** 6. **Puts accomplishing the interests of the team first** 7. **Actively works to remove barriers to team effectiveness** | **Pass** | **Ima has fit well with our team and gets along great with everyone. She is easy to talk to and very welcoming. When there needs to be a team effort she participates and does what is necessary. She puts in a lot of great effort.** |
| **X** | **Customer Service** | 1. **Attempts to resolve problems before bringing them to supervisor, or offers viable solutions.** 2. **Be a friendly, helpful voice when answering the telephone.** | **Pass** | **Ima is very friendly to everyone and does well serving others by answering their questions and helping them when asked.** |
|  | **Communication** |  |  |  |
| **X** | **Job Knowledge/Professional Development** | 1. **Takes continuing educational classes as they become available.** 2. **Continues to ask questions about the facility and its procedures and policies.** | **Pass** | **Ima has done a good job adapting and learning our policies and procedures. I hope she continues with this enthusiasm.** |
|  | **Leadership (includes Staff Development)** |  |  |  |

**Performance Planning Discussion: Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mid-Year Review: Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Essential Requirements**

**\*Dependability**: Recognizes responsibilities to the agency and applies effective work habits and attitudes to meet work requirements. Attends work regularly and on time, plans appropriately for absences and assumes personal accountability for work.

**Meets Expectations:** **\_\_\_\_\_X\_\_\_\_\_** **Unsatisfactory:** \_\_\_\_\_\_\_\_\_\_\_

**\*Agency Values**: Align actions with high standards of conduct, accept responsibility for behavior and exhibit personal integrity at all times. Acts as a role model for other employees and does the right thing, even when no one is watching. Demonstrates personal integrity and ethical behavior, displays good stewardship of public resources and adapts to changes in processes, procedures and responsibilities.

**Meets Expectations:** **\_\_\_\_\_X\_\_\_\_\_** **Unsatisfactory:** \_\_\_\_\_\_\_\_\_\_\_

\*Essential Requirements: An Unsatisfactory rating in Dependability or Agency Values will result in an Overall Performance Rating of Unsatisfactory

**Areas of Strength(s):**

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| **Ima brings an impressive mix of skills and talents to this job, which makes them very capable of performing the different aspects of their job. She is a very positive person and always willing to step up and volunteer to do tasks that are not always the favorite tasks to complete. Ima is quite proficient in their job and is viewed as the area expert in their field. I wish more employees were like Ima.** |

**Areas for Development:**

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| **Ima needs to continue to work on her nursing knowledge and continuing to learn the procedures and policies of our facility.** |

**Other Evaluation Comments:**

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| **Employee does a great job of attending work regularly and on time, which I really appreciate, as this seems to be a constant problem in our work area.** |

**Evaluation by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Acknowledgement:**

The contents of this assessment have been discussed with me and I have received a copy thereof. My signature does not imply agreement or disagreement with this review. A permanent classified employee may appeal his/her overall rating pursuant to K.A.R. 1-7-12.

My comments are as follows:

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**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Definitions**

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| **Problem Solving/Decision Making**  Consistently gives reasonable consideration to all issues that arise, gathers and analyzes information accurately, seeks appropriate input, makes quality and timely decisions, and communicates those decisions to all affected parties. |
| **Attitude/Accountability**  Maintains a positive attitude. Accepts challenges due to changing conditions and situations in work responsibilities. Can work independently. Accepts personal responsibility for work, actions, and attitudes. Accepts constructive criticism/suggestions. Handles conflict in a constructive manner. Consistently works scheduled duty hours and maintains recommended leave balances. Effectively represents the work unit. |
| **Productivity**  Consistently applies available resources towards program delivery in an efficient and cost effective manner, providing high quality levels of service. Strives to assure program meets overall best interests of the agency. Practices cost effective stewardship of all public resources. |
| **Teamwork**  Cooperates with co-workers, treating them with respect, and integrity, voluntarily provides support to team members, ensures all team members have the relevant and needed information, genuinely values others’ input and expertise and is willing to learn from others, adds value to team meetings |
| **Customer Service**  Treats clients and customers with respect and compassion, demonstrates understanding of client’s point of view, delivers on commitment, provides friendly, cheerful service, distributes helpful information to clients, and maintains confidentiality |
| **Communication**  Demonstrates high quality and effective interpersonal communication skills with subordinates, peers, and supervisors through clear, concise written and oral communications. Maintains healthy working relationships. Appreciates the diversity of others. Displays an appropriate balance between personal effort and team effort. |
| **Job Knowledge/Professional Development**  Is technically and professionally skilled in all position responsibilities and requirements.  Maintains currency in all professional aspects of program responsibility.  Seeks new skills, sets high professional goals and standards. Demonstrates knowledge of procedures and policies. |
| **Leadership (includes Staff Development)**  Utilizes employee skills effectively and productively in meeting program goals. Develops goals, objectives and deadlines. Promotes appropriate staff development activities. Recognizes problems, seeks appropriate input, and develops solutions to resolve personnel problems or improve procedures. Motivates staff and gains support and action from others while maintaining professional relationships. Creates and maintains a positive goal-oriented environment. Provides training, supervision and feedback to employees and students. Consistently challenges past practices in order to identify and implement more effective and efficient practices. Assures that follow up is provided. |

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| **Identification Information (please print)** | |
| Employee Name (Last, First, MI):  **Ima Sample** | Person Completing Feedback Discussions:  **Ms. Supervisor** |
| **On Going-Coaching and Feedback Discussions** | |

Instructions: Identify the process to be used throughout the year to provide feedback and coaching to the employee. Identify any customer input tools that will be used to provide feedback throughout the year. Identify any employee responsibilities in the process. For instance, you may wish to identify when and how on-going feedback will be delivered, who has responsibility for setting up coaching sessions and if current customer input tools will be used, etc.

**On Going-Coaching and Feedback Discussions**

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| **1-30-16 Met with Ima today to discuss new training opportunities and discuss how she is doing on her objectives. She is doing well with covering the front desk and has been entering requisitions as they have come in. Ima needs to keep up the paperwork processing; she has been slower at getting it processed.**  **Overall, she is doing well.**  **2-15-16 Met with Ima today to discuss issues she has been having with another employee. I told Ima one of her competencies is teamwork and she is to treat others the way she wishes to be treated. In addition Ima is not to blame others or make excuse. Ima agrees with this and will continue to work on her attitude and performance.**  **4-15-16 Mid-year review- Objective 1 Ima is doing well if I were to rate her now I would give her a ME. Objective 2 Ima is processing information into SMART as required, I’d give her a ME at this time. Objective 3 ……**  **7-20-16 Ima has begun taking on new duties and learning new objectives. Today Ima was thanked by the Appointing Authority for her good work and deserves the recognition.**  \*\*\*\*The supervisor and the employee should either sign or initial each formal feedback session’s documentation  \*\*\*\*I highly suggest giving employee a paper copy of anything that will be attached to the evaluation after getting signatures then scanning the documentation and emailing it to the employee again with a summary of what was said during the meeting for documentation. |

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| Performance Review Form Signatures |
| Performance Planning Discussion:  Employee’s Signature\*:       Date:  Manager’s Signature (completed by):       Date: |
| Mid-Year Discussion:  Employee’s Signature\*:       Date:  Manager’s Signature (completed by):       Date: |
| Annual Performance Review Discussion  Employee’s Signature\*:       \_\_\_\_\_\_\_Date:  Manager’s Signature (completed by):       Date:  Reviewer’s Signature (reviewed by):       Date:  Appointing Authority Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *\*Note: Signature does not imply agreement with the content of the review. It only indicates the employee’s awareness of the information contained herein.* |