



STAFF - PERFORMANCE EVALUATION GUIDELINES

STAFF INSTRUCTIONS

1. Assign a self-rating based on the criteria for ND, QP and DP by placing an **X** in the box
2. Employee comments / documented examples are required for a (DP) Distinguished Performer rating
3. Enter you goals for the past year and the status of each
4. Enter the goals for the coming year
5. Attach copies of the items listed under other criteria
6. Submit the completed self-evaluation to your manager by the requested date.
7. Electronic submission is strongly preferred

MANAGER INSTRUCTIONS

1. Assign a rating based on the criteria for ND, QP and DP by placing an **X** in the box
2. Summarize performance comments in the section provided
3. Electronic submission is strongly preferred
4. The evaluation must be reviewed and approved by your HR Business Partner before presenting it to the employee for the initial discussion.

Examples of a Distinguished Performer (DP)

A	Demonstrates Elliot Essentials (I CARE): Innovation, Inspiration, collaboration, accountability, respect, ethics & integrity	Someone who actively strives to improve the collaboration and accountability within a department or within the enterprise
B	Demonstrates Elliot Essentials (I SERVE): Introduce, smile, engage, respect, verify	Someone who fearlessly de-escalates situations and tackles difficult situations with patients and/or employees. Someone who anticipates and exceeds customer/patient expectations.
C	Demonstrates Elliot Essentials (I INSPIRE): Interactions, innovation, nurture, share, present, imperatives, respect, empower	Someone who thinks of ideas and solutions and appropriately shares them. Leads and inspires others, early adopter of change.
D	Communicates in a professional, respectful manner	Someone who consistently demonstrates conflict resolution skills. Someone who addresses and resolves communication conflicts.
E	Meets safe work expectations (PPE, etc.)	Safety trainer, Safety Committee Member, someone who actively champions safety initiatives and provides creative solutions to promote a culture of safety. Directly addresses peers not in compliance.
F	Meets job expectations, including performance and productivity	Someone who consistently picks up extra work or projects and willingly assists others in need of assistance.
G	Uses time and material resources effectively and contributes to expense reduction	Someone who thinks of cost savings ideas and contributes to the implementation of the solution/initiative.
H	Attendance is in compliance of policy (<5 days in the	0 Absences and 0 Tardies

	12 month review period)	
I	Adheres to all enterprise wide and departmental policies and procedures	Someone who actively participates in the research, writing, revising, and education of policies and programs.
J	Compliance with timekeeping and administrative or clinical documentation	0 missed punches. Someone who consistently meets deadlines.
K	Contributes and supports the organizational and department specific goals and strategic imperatives	Someone who actively participates in projects and process improvement initiatives that support the strategic plan.
L	Attends staff meetings and participates in special projects, teams, outside courses, cross training, committees	Someone who actively participates in and attends meetings. Someone who acts as a facilitator, course instructor, preceptor or mentor.