



LEADERSHIP - PERFORMANCE EVALUATION GUIDELINES

LEADER 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

DIRECTOR OR VP 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	Exemplifies a professional role model, coaches and mentors others	Someone who can coach others in a non-threatening and productive manner in which the recipient feels empowered and supported. Gives employees the opportunities for career development and visibility.
E	Inspires, motivates and supports team members' development. Leads through actions.	Someone who constantly manages up their team. Proactively engages staff in new opportunities. Encourages staff to step outside their comfort zone.
F	Holds self and others accountable	Consistently meets exceeds deadlines, always on time and prepared in advance for meetings, no documented cases of late evaluations. Consistently holds others accountable.
G	Effective leader in managing conflict	Someone who anticipates conflict and is proactive vs. reactive in managing the conflict.
H	Control: Establishes realistic volume and expense	Forecast was accurate. Out performs in

	budgets. Operates within budget parameters.	anticipated budget. Contributes to the sustainability efforts by introducing and implementing cost savings initiatives.
I	Communicates in a professional, respectful manner	Thorough, concise, precise and timely communication. Comfortable talking to others at all levels. Shares appropriate information in a consistent manner.
J	Leads / supports the organizational and department specific goals and strategic imperatives. Monitors performance against plans.	Consistently exceeds strategic goals. Drives goals and participation within scope area.
K	Collaborates with peers: Supports new ideas / offers solutions	Someone who actively seeks to break down silos and offers assistance and/or solutions outside of scope area.
L	Conducts staff meetings, participates and/or leads special projects, teams, outside courses, cross training, committees	Actively participates in enterprise wide initiatives. Holds regular staff meetings and employees are actively engaged.