



Priority Care Pediatrics, LLC
PROFESSIONAL STAFF PERFORMANCE EVALUATION

PART I. COVER SHEET

TEAM MEMBER'S IDENTIFICATION

Name: _____ Employee Number: _____
 Title: _____ Department: _____

EVALUATOR'S IDENTIFICATION

Name: _____ Title: _____
 Department: _____ Phone Number: _____
 For Rating Period: _____

TYPE OF EVALUATION

- Annual
- Other (Please Specify.)

STATUS OF EMPLOYEE

- Permanent
- End Date
- Probationary

OVERALL RATING

- OUTSTANDING (O)
- VERY GOOD (V)
- GOOD (G)
- IN NEED OF IMPROVEMENT (I)
- DOES NOT MEET AVERAGE STANDARDS (D)

CERTIFICATION

I certify that I have completed the performance evaluation of the employee listed above, and that I have made it available and discussed it with said employee on _____.

In addition, I have included a statement of goals, which we mutually prepared and reviewed in accordance with the employee's job description (attached hereto). Next scheduled review date: _____

 Evaluator's Signature

 Date

CERTIFICATION OF STAFF MEMBER

I certify that I have been given a copy of this performance evaluation and that I have reviewed it with the identified manager. I have have not appended written comments to this evaluation.

 Employee's Signature

 Date

 Manager's Signature

 Date

FOR MANAGEMENT USE ONLY

DATE RECEIVED: _____ **DATA ENTRY DATE:** _____ **INITIALS:** _____

Employee Name:

PERFORMANCE EVALUATION FORM

PART II. PERFORMANCE EVALUATION CRITERIA

1. KNOWLEDGE

Rating: O V G I D

Suggested Standards of Performance

- Demonstrates understanding of all job tasks.
- Keeps informed about position goals.
- Comprehends mission of appropriate organizational unit(s).
- Learns new routines/assignments willingly.

Other Standards of Performance (if applicable):

Comments (optional):

2. DEPENDABILITY

Rating: O V G I D

Suggested Standards of Performance

- Produces high-quality work and maintains accuracy.
- Maintains agreed-on work schedule.
- Readily available to manager/colleagues/students.
- Follows through to complete projects and meets deadlines.
- Respects/maintains confidentiality.

Other Standards of Performance (if applicable):

Comments (optional):

3. COMMUNICATION

Rating: O V G I D

Suggested Standards of Performance

- Speaks effectively and clearly.
- Writes in clear, well-organized manner.
- Communicates status of responsibilities appropriately.
- Communicates effectively when interacting with the university population.

Other Standards of Performance (if applicable):

Comments (optional):

Employee Name:

4. INTERPERSONAL

Rating: O V G I D

Suggested Standards of Performance

- Is accessible/approachable.
- Establishes sound working relationships.
- Is courteous to patient population.
- Relates sensitively to other cultures.

Other Standards of Performance (if applicable):

Comments (optional):

5. INDEPENDENT ACTION (OR INITIATIVE)

Rating: O V G I D

Suggested Standards of Performance

- Initiates and prioritizes work assignments.
- Learns from experiences and initiates productivity improvements.
- Responds appropriately to crises and initiates solutions when possible.
- Exhibits creative and innovative skills.

Other Standards of Performance (if applicable):

Comments (optional):

6. PROFESSIONAL DEVELOPMENT

Rating: O V G I D

Suggested Standards of Performance

- Engages in professional self-improvement.
- Contributes to unit(s) through professional activity.
- Identifies valuable educational/training opportunities.

Other Standards of Performance (if applicable):

Comments (optional):

Employee Name:

7. LEADERSHIP (where applicable)

Rating: O V G I D

Suggested Standards of Performance

- Makes sound and fair decisions.
- Shares information with staff as appropriate.
- Mentors staff and accepts mentoring.
- Anticipates potential obstacles and acts.
- Responds sensitively to staff.

Other Standards of Performance (if applicable):

Comments (optional):

8. MANAGER'S EVALUATION (where applicable)

Rating: O V G I D

Suggested Standards of Performance

- Delegates well-defined tasks fairly.
- Creates procedures to manage work effectively.
- Encourages employee training and development.
- Is accessible to staff.
- Practices sound resource management.

Other Standards of Performance (if applicable):

Comments (optional):

9. TEAMWORK (where applicable)

Rating: O V G I D

Suggested Standards of Performance

- Acts collaboratively to accomplish team goals.
- Prepares in advance, actively listens, and offers constructive criticism in team meetings.
- Contributes significantly to the team's success.

Other Standards of Performance (if applicable):

Comments (optional):

Employee Name:

PART III. PERFORMANCE NARRATIVE

Supervisor should include information on staff member's overall performance, highlighting (1) areas of strength, (2) areas for further development, and (3) areas for improvements. Evaluator may also comment on unique or extraordinary factors contributing to this evaluation.

Employee Name:

PART IV. STATEMENT OF EMPLOYEE PERFORMANCE GOALS FOR UPCOMING EVALUATION PERIOD

These performance goals should be mutually established by the supervisor and employee in conjunction with the employee's job description.

Staff Member:

Department:

For Rating Period:

Goals

Performance Standard

Anticipated Deadline

Comments:

Employee Name:

PART V. COMPLETE FOR PROBATIONARY EMPLOYEES ONLY

I recommend that the above employee be continued in his/her probationary appointment.
(6-Month Evaluation)

I recommend that the above employee be reappointed as a permanent employee on the completion of his/her probationary period. **(Final Evaluation)**

CHECKLIST FOR PERFORMANCE EVALUATION PACKET

- Part I: Cover Sheet
- Part II: Performance Evaluation Criteria
- Part III: Performance Narrative
- Part IV: Statement of Employee Performance Goals for Upcoming Evaluation Period
- Part V: Complete for Probationary Employees Only
- Report of Activities and Achievements

Employee Name:

Professional Employee Performance Criteria
(For use in conjunction with Professional Employee Performance Evaluation)

The questions listed below each criterion are intended to illustrate aspects of the performance area. Not all questions will be applicable to every position. In addition, there may be other dimensions of a criterion that apply to some positions. The questions are intended to assist, not to limit, the evaluation.

A. Communications (Oral and Written)

How well does employee express self?

How well does employee communicate with subordinates, peers, students, and other professional contacts?

How well does employee keep superiors informed?

B. Job Knowledge

Assess employee's command of the knowledge base required to perform the job.

How well does employee understand job responsibilities?

How well does employee understand and adhere to policies and procedures?

Does employee consistently attempt to expand job knowledge and keep abreast of developments in the field?

C. Organization and Planning

Does employee reappraise procedures or techniques to ensure efficiency?

Does employee define and arrange activities in a logical manner?

Does employee effectively use resources including staff, time, money, and materials?

D. Leadership and Supervision

Does employee set a good example for others?

Does employee delegate appropriate tasks to subordinates?

Does employee develop the capabilities of subordinates?

Does employee motivate subordinates so that they work together toward common objectives?

E. Dependability

Employee Name:

Can the employee be relied on to fulfill job responsibilities in routine and complex job situations?

Does employee observe and meet deadlines?

Is employee punctual for meetings?

What is employee's attendance record?

F. Initiative

Does employee act independently when appropriate?

Does employee actively pursue or initiate projects for the benefit of Priority Care Pediatrics, LLC?

G. Problem Solving and Creative Ability

Does employee develop logical and creative solutions to problems and make effective decisions?

Can employee distinguish between significant and minor issues?

Does the employee's work reflect creativity?

H. Adaptability

Does employee adapt to changing work demands?

Is employee receptive to new ideas and concepts?

I. Professional Attitude

Does employee demonstrate interest in the job and Priority Care Pediatrics, LLC.

Does employee emphasize the positive aspects of most situations?

Does employee work effectively under pressure or in crisis situations?

Is employee willing to work beyond normal expectations when workload and deadlines require it?

J. Productivity

Does employee produce work at satisfactory levels?

Is employee's work complete and accurate?

K. Relationship With Others

Employee Name:

Does employee have the confidence of others?

Does employee work effectively with other people?

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