

Annual Performance Evaluation

Employee _____ Job Position _____

Evaluator _____ Review Period _____

1. Problem Solving/Decision Making

- identifies and reports problems quickly and participates fully in solving them
- understands the difference between complaining and problem identification
- is proactive in preventing problems wherever possible
- asks good questions and searches appropriate sources for answers
- looks beyond the obvious and doesn't stop at the first answers
- accepts responsibility for contribution to problems
- solves problems effectively and in a timely manner
- makes good decisions and acts upon them in a timely manner
- solves problems independently whenever appropriate
- seeks ideas for improvements and supports colleagues in trying new ideas

Employee self-assessment notes and comments:

Observation/Notes/Comments:

2. Flexibility/Adaptability

- deals effectively and in a positive manner with change
- can function without knowing all of the answers
- deals well with issues that take time to resolve
- can comfortably handle risk and uncertainty within the workplace
- responds positively and effectively to fluctuations in workload
- readily accepts changes to work processes and priorities
- learns quickly when confronting new challenges, experiments to find solutions

Employee self-assessment notes and comments:

Observation/Notes/Comments:

3. Communication/Listening

- relates well to colleagues and patients
- builds and maintains interpersonal rapport and relationships
- is diplomatic and tactful, listens well and hears people out
- behaves in a manner that makes them easy to approach
- keeps her composure under stress
- consistently demonstrates tolerance with people and processes
- is able to write clearly and concisely
- contributes to office discussions and listens respectfully to the opinions of others

Employee self-assessment notes and comments:

Observation/Notes/Comments:

4. Professionalism/Professional Maturity

- accurately appraises own strengths and limitations
- projects poise and confidence in role
- acts in an appropriate manner in business situations
- steps up to conflicts and sees them as opportunities for improvement
- can find common ground with others and get cooperation
- displays integrity, is open, direct, truthful and trustworthy
- does not gossip, and helps colleagues to avoid gossiping
- doesn't blame others for own mistakes
- does not make negative comments about colleagues
- does what's best for the organization
- keeps confidences, uses discretion with confidential information

Employee self-assessment notes and comments:

Observation/Notes/Comments:

5. Innovation/Creativity

- develops new and unique ideas
- is effective in brainstorming sessions
- brings new ideas forward
- creates opportunities and overcomes obstacles by rethinking the business
- creates new and unique approaches to resolve problems

Employee self-assessment notes and comments:

Observation/Notes/Comments:

6. Results Orientation

- pursues all tasks with high energy, drive and need to finish
- can be counted on to exceed goals successfully
- steadfastly pushes self (and others where appropriate) for results
- takes action rather than procrastinating
- gets things done but doesn't lose sight of "how things are done" when moving toward goals
- sets an example of hard work and commitment
- displays a sense of enthusiasm and appropriate urgency
- uses his/her time effectively and efficiently
- sets priorities, prioritizes tasks and focuses time accordingly

Employee self-assessment notes and comments:

Observation/Notes/Comments:

7. (For Managers) Motivating Employees

- motivates many kinds of individual and team or project team managers
- empowers others; pushes tasks and decisions down
- invites input from others and shares ownership and visibility
- makes associates feel their work is important
- is someone people like working for and with

Employee self-assessment notes and comments:

Observation/Notes/Comments:

8. (For Managers) People Development

- Provides challenging and stretching assignments
- holds frequent development discussions
- is aware of associates' career goals
- brings out the best in people
- is a people builder
- Is seen as a leader
- is supportive

Employee self-assessment notes and comments:

Observation/Notes/Comments:

Overall Performance Summary – Comments on the employee’s overall performance in the job against defined goals/objectives and expected behaviors, and goals for the next review period.

Employee self-assessment notes/comments/goals, and requests for support to attain those goals:

Observation/Notes/Comments:

Current hourly wage: \$_____ New hourly wage: \$_____ Effective: _____

Evaluator’s signature _____ Date: _____

Employee’s signature: _____ Date: _____

Doctor’s signature: _____ Date: _____