

# WEST CARROLL HEALTH SYSTEMS

## JOB PERFORMANCE APPRAISAL

Employee's Name:	Job Title:
Department:	Date of Appraisal:
Supervisor:	Date of Hire:
Reason for Appraisal:	Disciplinary Action During Appraisal Period: <div style="text-align: center;">Yes                      No</div>

### PART 1 Generic Factors

Factor 1	Employee's Performance (circle one)			
<b>Quality of Work</b>	5	4	3	2      1
Assures accuracy, thoroughness and reliability of results in the work product	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 2	Employee's Performance (circle one)			
<b>Quantity of Work</b>	5	4	3	2      1
Meets the workload requirements of the job	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 3	Employee's Performance (circle one)			
<b>Job Knowledge</b>	5	4	3	2      1
Demonstrates a comprehensive understanding required to complete job responsibilities	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 4	Employee's Performance (circle one)			
<b>Dependability</b>	5	4	3	2      1
Can be depended on to plan and complete work assignments as required	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 5	Employee's Performance (circle one)			
<b>Ability to Improve</b>	5	4	3	2      1
Uses constructive feedback to improve performance. Open to new methods for completing job responsibilities.	Exceeds Standard	Meets Standard	Does not meet standard*	

Part 1 Comments:	Supervisor's Action:

\*Requires Comment

## Part II Specific Factors

Factor 6	Employee's Performance (circle one)			
<b>Organization</b>	5	4	3	2 1
Demonstrates ability to plan and establish priorities to achieve job objectives. Manages workload in an organized manner.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 7	Employee's Performance (circle one)			
<b>Problem Solving</b>	5	4	3	2 1
Demonstrates analytical ability to gather facts and develop solutions. Makes decisions which are sound and timely.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 8	Employee's Performance (circle one)			
<b>Customer Service</b>	5	4	3	2 1
Ability to interact with customers, both internally and externally.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 9	Employee's Performance (circle one)			
<b>Initiative</b>	5	4	3	2 1
Is a self-starter. Ability to proceed without being told every detail.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 10	Employee's Performance (circle one)			
<b>Creativity</b>	5	4	3	2 1
Contributes new ideas and methods..	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 11	Employee's Performance (circle one)			
<b>Adaptability</b>	5	4	3	2 1
Responds effectively to changing needs of the department.	Exceeds Standard	Meets Standard	Does not meet standard*	

Factor 12	Employee's Performance (circle one)			
<b>Interpersonal Skills</b>	5	4	3	2 1
Ability to maintain a positive and supportive work environment.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 13	Employee's Performance (circle one)			
<b>Communication Skills</b>	5	4	3	2 1
Exhibits good verbal and written communication skills as related to job duties.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 14	Employee's Performance (circle one)			
<b>Technical Skills</b>	5	4	3	2 1
Is proficient in technical skills required for the job.	Exceeds Standard	Meets Standard	Does not meet standard*	
Part II Comments:	Supervisor's Action:			

\*Required Comment

**Part III Supervisory Ability (leave blank if not applicable)**

Factor 15	Employee's Performance (circle one)			
<b>Fiscal Awareness</b>	5	4	3	2 1
Exercises acceptable budgetary control and demonstrates a knowledge planning and using resources wisely.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 16	Employee's Performance (circle one)			
<b>Communications</b>	5	4	3	2 1
Keeps employees sufficiently informed and is open to upward communication.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 17	Employee's Performance (circle one)			
<b>Employee Development</b>	5	4	3	2 1
Provides and encourages professional training/development of staff.	Exceeds Standard	Meets Standard	Does not meet standard*	

Factor 18	Employee's Performance (circle one)			
<b>Delegation</b>	5	4	3	2 1
Delegates responsibility appropriately.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 19	Employee's Performance (circle one)			
<b>Personnel Relations</b>	5	4	3	2 1
Demonstrates good judgement when making hiring, promotion, termination, and evaluation decisions.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 20	Employee's Performance (circle one)			
<b>Leadership</b>	5	4	3	2 1
Exemplifies leadership by motivating employees to perform with competency and professionalism. Keeps employees sufficiently informed and is open to upward communication.	Exceeds Standard	Meets Standard	Does not meet standard*	
Factor 21	Employee's Performance (circle one)			
<b>External Relations</b>	5	4	3	2 1
Ability to deal with external agencies, colleagues and vendors. Fosters positive working relationships on behalf of WCHS.	Exceeds Standard	Meets Standard	Does not meet standard*	
Part III Comments:	Supervisor's Action:			

\*Requires Comment

**Part IV Strengths and Strategies**

Strengths and Assets:

