

## University of Virginia Medical Center Annual Staff Performance Appraisal Form

Employee Name:	Reports To:	<input type="checkbox"/> Check here if self-appraisal
Job Title:	Employee ID#:	Job Code:
Department:	Cost Center:	Performance Year:

### Performance Ratings for Sections I - IV

1	2	3
<b>Does Not Fully Meet Expectations</b>	<b>Fully Meets Expectations</b>	<b>Consistently Exceeds Expectations</b>
Inconsistent results and/or behaviors Improvement needed Minimum expectations not met	Dependable results and/or behaviors Occasionally exceeds expectations Demonstrates skills and knowledge to perform effectively	Goals exceeded frequently Serves as role model to others Top performer who seeks additional responsibility

Section I: Job Functions and Responsibilities (55 % of total)	1	2	3	Score
<b>Job Knowledge and Application</b> <i>Has the technical/clinical and professional knowledge to do the job competently; effectively performs all essential job functions as detailed in job description, applies best practices corresponding to the specific job function/service</i>				
<b>Accountability</b> <i>Assumes responsibility for actions, supports organization and department decisions, performs tasks correctly the first time, asks for performance feedback, responds constructively to feedback, completes required training, understands and supports organization goals for quality, patient satisfaction, employee engagement, and finance, achieves individual goals</i>				
<b>Section I Average Score X .55:</b>				

Section II: I Care (15 % of total)	1	2	3	Score
<b>Customer Service</b> <i>Anticipates and responds to the needs of patients, families, visitors, and coworkers, follows service standards, and demonstrates caring behaviors</i>				
<b>Integrity and Respect</b> <i>Maintains confidentiality of information, is trusted by others, expects the best from self and others, supports all team members, is courteous, welcoming, and shares information with others</i>				
<b>Section II Average Score X .15:</b>				

Section III: I Heal (15 % of total)	1	2	3	Score
<b>Quality Improvement and Excellence</b> <i>Follows directions and protocols, adapts to change quickly and positively, eliminates obstacles, admits/ learns from mistakes, collaborates well with others, suggests ways to improve, follows through on commitments</i>				
<b>Safety</b> <i>Follows all safety standards, speaks up when others are unsafe, asks for help when needed, is dependable and resourceful</i>				
<b>Section III Average Score X .15:</b>				

Section IV: I Build (15% of total)	1	2	3	Score
<b>Stewardship</b> <i>Demonstrates commitment to cost containment, supports community through service, uses resources wisely</i>				
<b>Professionalism</b> <i>Maintains a professional attitude, works well with others, considers no task beneath him/her, meets attendance policy standards, and adheres to attire and personal appearance policy and guidelines</i>				
<b>Section IV Average Score X .15:</b>				

<b>Overall Rating Based on Performance Definitions Defined in Sections I – IV</b>	—
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<b>Strengths:</b>
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Development Areas:

**Employee Self Appraisal:** *This section may also be used to list major accomplishments for appraisal period.*

**Primary Reviewer Comments/Next Year's Goals:** *If overall rating is "Does Not Fully Meet Expectations" or "Consistently Exceeds Expectations", justification/rationale is required.*

**Employee Comments:**