

 **EXECUTIVE PERFORMANCE MANAGEMENT & PLANNING EVALUATION**

***INSTRUCTIONS (PLEASE READ):***

This Performance Evaluation is meant to promote individual and organizational effectiveness and to encourage ongoing, constructive communication. The objectives are (1) to assess performance (2) to ensure that efforts support Augusta University goals of education, patient care, research and service (3) to assist in identifying performance objectives for future accomplishment, (4) to promote individual development, (5) to provide opportunity for dialogue about support needed to advance Augusta University and AU Health System strategic objectives.

**Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_

 **Distribution of Effort:**

*Instruction* ***%*** *Scholarship / Research* ***%*** *Patient Care* ***%***

*Service* ***%*** *Administration* ***%***

**Department:**

**Primary Evaluator**

**(Name & Title):**

**Review Period:** *From:* *To:**Review Date:*

**Review Type:** *Mid-Year Review Annual Review Other*

***EVALUATION LEVELS AND SAMPLE CRITERIA***

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| **Exceeds Expectations****(EE)** | **Meets Expectations****(ME)** | **Inconsistently Meets Expectations (IM)** | **Needs Immediate Improvement (NII)** |
| * Performance is clearly outstanding
* Individual who significantly and consistently exceeds expectations and role requirements
* Exceeds goals and objectives set for the year
* Demonstrates exceptional depth and breadth of role knowledge and is highly recognized for same by others within the community
* Demonstrates behavior highly consistent with Augusta University values and professional expectations
 | * Performance is excellent
* Individual who regularly meets and sometimes exceeds expectations and role requirements
* Meets goals and objectives set for the year
* Possesses full depth and breadth of role knowledge
* Perceived by peers, managers, senior leadership and other customers as collaborative, skilled and reliable
* Behaviors are consistent with Augusta University values and professional expectations
 | * Performance has some inconsistencies, needs improvement in some or all areas but is generally on track to meet expectations. May be new to the role.
* Individuals who have not yet mastered all key job responsibilities
* Inconsistently demonstrates role knowledge and does not yet fully perform all requirements and duties
* Completed some but not all important objectives
* Occasionally, behaviors are inconsistent with Augusta University values and professional expectations
 | * Performance is significantly low
* Individual is not currently performing all components/ functions of the role to a minimum expectation
* Did not complete important objectives or goals for the year
* Behaviors are routinely inconsistent with Augusta University values
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| **SECTION 1A: SELF AND MANAGER – EVALUATION**INSTRUCTIONS: This Section Is To Be Completed By Both The Leader Being Evaluated And His/Her Manager, And Allows For Both A Self - Evaluation By The Leader And The Manager’s Evaluation. The Employee Should Complete The Self - Evaluation Section Of 1a, Section 1b (If Applicable), And The Goals And Objectives In Section 1c. Following The Completion The Sections, The Evaluated Leader Should Route This Form To Their Immediate Supervisor. Attach Additional Pages As Necessary. |
| **EVALUATION OF PERFORMANCE OF JOB RESPONSIBILITIES** | This section should be discussed with the immediate supervisor and may be edited accordingly before the evaluation is finalized with signatures. |
| **SELF-EVALUATION** | **MANAGER’S****EVALUATION** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **LEADERSHIP:** FOSTERS EXCELLENCE IN CUSTOMER SERVICE MEETS COMMITMENTS WORKS INDEPENDENTLY ACCEPTS ACCOUNTABILITY MANAGES CHANGE STAYS FOCUSED UNDER PRESSURE MEETS ATTENDANCE REQUIREMENTS |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **Focus on Quality:** **(Describe direct responsibilities and/or indirect support of)** Delivers A measurable high quality service and work product  Ensures a credible outcomes - focused planning and accountability system Practices commitment to quality and safety across the organization Collaborates across disciplines to achieve measurable performance targets |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |
| **EVALUATION OF PERFORMANCE OF JOB RESPONSIBILITIES** | This section should be discussed with the immediate supervisor and may be edited accordingly before the evaluation is finalized with signatures. |
| **SELF-EVALUATION** | **MANAGER’S****EVALUATION** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **FINANCIAL MANAGEMENT:** MANAGES RESOURCES EFFICIENTLY WITHIN BUDGET COMMUNICATES WITH STAFF ALIGNS PLANS WITH FISCAL RESOURCES PLANS EFFECTIVELY FOR FUTURE RESOURCE NEEDS ENGAGES APPROPRIATE OFFICERS AS NEEDED UNDERSTANDS SOURCES OF FUNDING AND ASSOCIATED REQUIREMENTS MANAGES EXPENSES TO OPTIMIZE RESOURCES MEETS FINANCIAL GOALS AND CONTRIBUTES TO MARGIN (IF APPLICABLE) |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **Support For ACADEMIC/TEACHING:**  PROVIDES LEADERSHIP AND GUIDANCE ENSURES CURRICULUM MEETS ACCREDITATION STANDARDS FACILITATES THE TEACHING MISSION ENSURES APPROPRIATE SUPPORT AND DEVELOPMENT OF FACULTY SUPPORTS ACADEMIC MISSION |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |

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| **EVALUATION OF PERFORMANCE OF JOB RESPONSIBILITIES** | This section should be discussed with the immediate supervisor and may be edited accordingly before the evaluation is finalized with signatures. |
| **SELF-EVALUATION** | **MANAGER’S****EVALUATION** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **Support For PATIENT CARE:**  ENSURES APPROPRIATE SUPPORT FOR PATIENT CARE STAFF INTEGRATES PATIENT CARE STAFF INTO STRATEGIC PLANNING FOR THEIR AREA OF RESPONSIBILITY INTEGRATES PATIENT CARE STAFFING PLANNING AND MANAGING OF DAY TO DAY OPERATIONS ENCOURAGES COLLABORATION AMONG PATIENT CARE STAFF SUPPORTS PATIENT CARE MISSION ENSURES DEPARTMENTS MEETS ESTABLISHED PATIENT SATISFACTION GOALS |
| **SELF-EVALUATION COMMENTS:**  |
| **MANAGER COMMENTS:** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **Support For SCHOLARSHIP / RESEARCH OVERSIGHT:** ENSURES COMPLIANCE WITH RESEARCH ADMINISTRATION POLICIES AND PROCEDURES MAINTAINS AND SHARES KNOWLEDGE OF REGULATIONS ENSURES STAFF ARE PROVIDED ACCESS TO AND PARTICIPATE IN RESEARCH COMPLIANCE TRAINING ENSURES COMMUNICATION OF POLICIES SUPPORTS RESEARCH MISSION |
| **SELF-EVALUATION COMMENTS:**  |
| **MANAGER COMMENTS:** |

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| **SELF-EVALUATION** | **MANAGER’S****EVALUATION** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  |  **Control and Oversight:** ESTABLISHES APPROPRIATE INTERNAL CONTROLS FOR AREA OF RESPONSIBILITY WORKS EFFECTIVELY WITH AUDIT STAFF ENSURES APPROPRIATE DOCUMENTATION OF BUSINESS PROCESSES |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **Initiative, Innovation and Problem Solving:** IDENTIFIES OPPORTUNITIES FOR IMPROVEMENT AND TAKES ACTION LOOKS FOR CREATIVE SOLUTIONS ANTICIPATES AND PREVENTS PROBLEMS DEFINES PROBLEMS, IDENTIFIES ROOT CAUSE GENERATES ALTERNATIVE SOLUTIONS HELPS SOLVE TEAM PROBLEMS |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |

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| **SELF-EVALUATION** | **MANAGER’S****EVALUATION** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **PEOPLE MANAGEMENT:** WORKS WELL WITH AND THROUGH OTHERS TO ACCOMPLISH GOALS. ASSESSES Talent Effectively; USES GOOD JUDGMENT WHEN RECRUITING FOR TEAM INSPIRES OTHERS TO MEET CHALLENGES EFFECTIVELY GUIDES STAFF TO SUCCESSFULLY COMPLETE WORK ASSIGNMENTS, PROVIDING CLEAR EXPECTATIONS AND ASSISTING WITH PROBLEM SOLVING WHEN NECESSARY. FAIRLY EVALUATES STAFF. ADDRESSES PERFORMANCE CONCERNS WHEN NECESSARY, EFFECTIVELY APPLYING UNIVERSITY POLICY INCLUDING DOCUMENTATION. |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **PROFESSIONAL DEVELOPMENT:** PARTICIPATES IN PROFESSIONAL DEVELOPMENT ACTIVITIES SEEKS OUT OPPORTUNITIES TO ENHANCE KNOWLEDGE MAINTAINS MEMBERSHIP IN RELEVANT PROFESSIONAL ORGANIZATIONS STAYS ABREAST OF CURRENT DEVELOPMENTS IN FIELD OF EXPERTISE |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |

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| **EVALUATION OF PERFORMANCE OF JOB RESPONSIBILITIES** | This section should be discussed with the immediate supervisor and may be edited accordingly before the evaluation is finalized with signatures. |
| **SELF-EVALUATION** | **MANAGER’S****EVALUATION** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **CUSTOMER SERVICE QUALITY & ORIENTATION:** IS ATTENTIVE TO DETAIL AND ACCURACY IS RESPONSIVE TO CUSTOMERS ACTIVELY SUPPORTS QUALITY STANDARDS MAKES CONTINUOUS IMPROVEMENTS MONITORS QUALITY LEVELS OWNS AND ACTS ON QUALITY PROBLEMS DEMONSTRATES COMMITMENT TO EXCELLENT CUSTOMER SERVICE AREAS OF RESPONSIBILITY PROVIDE EXCELLENT CUSTOMER SERVICE ENSURES DEPARTMENTS MEETS ESTABLISHED PATIENT SATISFACTION GOALS |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **TEAMWORK:** CONTRIBUTES TO TEAM PROJECTS EXCHANGES IDEAS, OPINIONS HELPS PREVENT, RESOLVE CONFLICTS WORKS WITH OTHER DEPARTMENTS DEVELOPS POSITIVE WORKING RELATIONSHIPS IS FLEXIBLE AND OPEN-MINDED PROMOTES MUTUAL RESPECT |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |

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| **EVALUATION OF PERFORMANCE OF JOB RESPONSIBILITIES** | This section should be discussed with the immediate supervisor and may be edited accordingly before the evaluation is finalized with signatures. |
| **SELF-EVALUATION** | **MANAGER’S****EVALUATION** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **PLANNING AND ORGANIZING EFFECTIVENESS:** DEVELOPS REALISTIC PLANS BALANCES SHORT AND LONG-TERM GOALS ALIGNS PLANS WITH DEPARTMENT/UNIVERSITY GOALS PLANS FOR AND MANAGES RESOURCES CREATES CONTINGENCY PLANS COORDINATES AND COOPERATES WITH OTHERS |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |
|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **COMMUNICATION:** LISTENS EFFECTIVELY RESPONDS CLEARLY AND DIRECTLY SEEKS TO CLARIFY AND CONFIRM THE ACCURACY OF THEIR UNDERSTANDING OF UNFAMILIAR OR VAGUE TERMS MAKES ORAL AND WRITTEN COMMUNICATION CLEAR AND EASY TO UNDERSTAND |
| **SELF-EVALUATION COMMENTS:**  |
| **MANAGER COMMENTS:** |

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| **EVALUATION OF PERFORMANCE OF JOB RESPONSIBILITIES** | This section should be discussed with the immediate supervisor and may be edited accordingly before the evaluation is finalized with signatures. |
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|  **EE**  **ME**  **IM**  **NII**  |  **EE**  **ME**  **IM**  **NII**  | **OTHER:** |
| **SELF-EVALUATION COMMENTS:** |
| **MANAGER COMMENTS:** |
| **ADDITIONAL COMMENTS:** |

**\*IF MORE ROOM IS NEEDED, ATTACH ADDITIONAL PAGE(S).**

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| **SECTION 1B: *ADMINISTRATIVE FACULTY WITH RANK***INSTRUCTIONS: THIS IS TO BE USED FOR ADMINISTRATIVE FACULTY WITH RANK WHO MAY HAVE TEACHING, SCHOLARSHIP RESEARCH AND/OR PATIENT CARE PRODUCTIVITY MEASURES. |
| **ACTIVITY/AREA** | **DESCRIBE ACCOMPLISHMENTS FOR EACH ACTIVITY/AREA, I.E., SUBMITTED THREE NIH GRANT PROPOSALS, TWO WERE AWARDED.** |
| **PATIENT CARE****PRODUCTIVITY** |  |
| **COMMITTEE WORK** |  |
| **PAPERS/PRESENTATIONS** |  |
| **SCHOLARSHIP/ RESEARCH / GRANTS** |  |
| **OTHER:** |  |
| **OTHER:** |  |

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| **SECTION 1C: GOALS FROM PRIOR YEAR (REQUIRED SECTION)**INSTRUCTIONS: List Individual goals and any additional goals from prior year’s performance evaluation. Enter the actual performance level in “Prior Year Actual” column.  |
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|  | **goal** | **Prior Year Actual performance** |
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**\*If more than 5, attach additional page (s) for other goals from Prior Year.**

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| **SECTION 2A: MANAGER’S OVERALL EVALUATION (REQUIRED SECTION)** INSTRUCTIONS: ENTER OVERALL RATING FOR THE YEAR. SUMMARIZE THE EMPLOYEE’S PERFORMANCE, DISCUSSING AREAS OF STRENGTH AND AREAS FOR IMPROVEMENT |
|  **EXCEEDS EXPECTATIONS MEETS EXPECTATIONS INCONSISTENTLY MEETS EXPECTATIONS NEEDS IMMEDIATE IMPROVEMENT** Xx |
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| **SECTION 2B: GOALS AND OBJECTIVES FOR COMING YEAR\***INSTRUCTIONS: GOALS SHOULD BE DEVELOPED IN SUPPORT OF THE Augusta University MISSION, VISION AND VALUES. GOALS SHOULD BE SPECIFIC, MEASURABLE, ATTAINABLE, REALISTIC AND TIMELY (OR SMART). IF THE EMPLOYEE BEING EVALUATED IS ALSO A FACULTY MEMBER WITH RANK, REFER TO PROMOTION & TENURE GUIDELINES AND ensure goals ALSO SUPPORT Pathway to PROMOTION AND/OR TENURE. |
| **Goal / objective / metric** | **Threshold** | **Target** | **High Performance** |
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**3B *INSTRUCTIONS: THE SUPERVISOR AND THE EMPLOYEE BEING EVALUATED WILL REVIEW AND DISCUSS***

***ALL EVALUATION*** ***RATINGS AND COMMENTS IN A FACE-TO-FACE MEETING. SIGNATURES ARE RECORDED BELOW.***

**Evaluated Employee’s Post– PERFORMANCE EVALUATION COMMENTS:**

**4A *INSTRUCTIONS: THE EVALUATED EMPLOYEE AND IMMEDIATE SUPERVISOR SHOULD REVIEW AND***

***DISCUSS ALL EVALUATION COMMENTS IN A FACE-TO-FACE MEETING. FOLLOWING THE MEETING, BOTH PARTIES***

***SHOULD SIGN BELOW.***

***FINAL SIGNATURES:***

**MANAGER’S NAME MANAGER’S SIGNATURE DATE**

**(PRINT NAME)**

**NAME OF EMPLOYEE BEING EVALUATED EVALUATED EMPLOYEE’s SIGNATURE DATE**

**(PRINT NAME)**

**PLEASE SUBMIT TO HUMAN RESOURCES**