

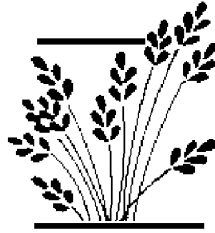
**Performance Evaluation Directions  
Annual**

**Manager or Supervisor**

1. Please note the date that the employee returned the Employee Performance Review Form to you.
2. Check how the employee rated each of the job duties or competencies on page 2.
  - a. Check numbers 28, 29, 30 for accuracy on page 2.
  - b. If you disagree with what an employee checked, initial the change and comment in the comment section.
  - c. Any unsatisfactory rating requires a written goal on page 4.
3. Check the ratings on page 3.
  - a. The core values should apply to the treatment of residents, families, visitors and other employees.
  - b. Employees should put a (+) or a (-) in the left hand column in front of the behavior for each core value
  - c. Employees should then put a check mark in the corresponding column to the right of each behavior.
  - d. The key for the overall rating is at the bottom of the page.
  - e. Any unsatisfactory rating requires a written goal on page 4.
4. When you meet with the employee have the **Overall Performance Evaluation Form** completed.
  - a. Review the statement at the top of the page and have the employee initial.
  - b. Do the scoring and complete the note whether overall performance is outstanding, very good, satisfactory, fair, or unsatisfactory.
  - c. Staple this form to the **Employee Performance Review**.
5. Complete the necessary sections on the Evaluation Tracking Form on the M Drive.

**Performance Evaluation Directions  
Introductory**

1. The Introductory Period review will not go to the employee.
2. Use the job description and rate the employee on page 1 and page 2.
3. Review the statement at the top of page 3 and have the employee initial.
4. Complete the rest of the page.
5. Meet with the employee.
6. Return forms to HR.
7. Complete the necessary sections on the Evaluation Tracking Form on the M drive.



**FREDERICK MENNONITE COMMUNITY**

*Mission Statement:*

*In the spirit of Christian love, Frederick Mennonite Community cares for and enriches the lives of older adults, while valuing the staff, volunteers and community that serve them.*

**Employee Performance Review**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
\_\_\_\_\_

Date of Hire: \_\_\_\_\_

Full Time  Part Time  Pool

Date evaluation sent to Employee: \_\_\_\_\_

Date evaluation due to be returned to Manager/Supervisor: \_\_\_\_\_

Date evaluation returned to Manager/Supervisor: \_\_\_\_\_

## **Employee Performance Review**

### Job Duties and Competencies

	<b>4</b> <b>Outstanding</b>	<b>3</b> <b>Very Good</b>	<b>2</b> <b>Satisfactory</b>	<b>1</b> <b>Fair</b>	<b>0</b> <b>Unsatisfactory</b>	<b>Non-Applicable</b>	<b>Supervisor Comments</b>
	Significantly exceeds normal performance expectations	Generally exceeds normal performance expectations	Meets all normal performance expectations	Does not meet all normal performance expectations	Does not Perform this at an acceptable level	This duty/ competency is not applicable for this position	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
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17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.	Attends all day inservice & 5 or more trainings	Attends all day inservice & 3 or 4 more trainings	Attends all day inservice & 2 more trainings	Attends all day inservice	Did not attend all day inservice		
29.	0 – 2 days absent a year	3 – 4 days absent a year	5 – 7 days absent a year	8 – 10 days absent a year	More than 10 days absent a year		
30.	Attends staff meetings 100%	Attends staff meetings 80%	Attends staff meetings 50%	Attends staff meetings 40%	Attends staff meetings less than 40%		
<b>Total</b>							

## **Employee Performance Review**

(+) or (-)	<b>CORE VALUES</b> In the first column, place a (+) if you <b>consistently</b> perform this Core Value. Place a (-) if you perform this Core Value sometimes or not at all. <b>*Applies to the treatment of residents, employees, families and visitors</b>	4 Outstanding	3 Very Good	2 Satisfactory	1 Fair	0 Unsatisfactory	Supervisor Comments
	<b>RESPECT:</b>						
	Greet people by saying "hello"						
	Speak using a calm, pleasant tone						
	Speak, carefully choosing the words used						
	Share work equally						
	Speak positively about others when they are not around						
	Clean up after self and restock, if necessary						
	Give praise and say "thank you"						
	Explain what is being done and why						
	<b>INTEGRITY:</b>						
	Do the job as it is expected to be done						
	Tell the truth (honoring HIPAA) with residents & staff						
	Take responsibility for own actions						
	Explain why something happened						
	Admit when I make a mistake, apologize						
	Do what I say I am going to do, keep promises						
	<b>COMPASSION:</b>						
	Use appropriate touch, consoling						
	Take an appropriate amount of time, don't rush						
	Listen with full attention allowing a person to finish speaking						
	Ask how someone is doing						
	Know the personalities of those being served and treat accordingly						
	Be gentle with care given						
	<b>EXCELLENCE:</b>						
	Do the job to the best of my ability						
	Be particular about the work I do						
	Find ways to solve problems						
	Make the customer (resident, family, visitor or staff) feel satisfied						
	Perform the job in a way that does not make another department's job more difficult						
	Be at work on time						
	Use attendance and APL appropriately						
	Represent FMC positively to all contacts						
	<i>For Manager's use only</i> Totals:						

**KEY:**

Core Values Respect and Excellence: 8 += Outstanding, 7 += Very Good, 5-6 += Satisfactory, 4 += Satisfactory, Less than 4 += Unsatisfactory

Core Values Integrity and Compassion: 6 += Outstanding, 4-5 += Very Good, 3 += Satisfactory, Less than 3 += Unsatisfactory

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**Employee Performance Review  
Comments and Goals**

**Employee:** List 3 goals you would like to achieve in the next year:

How your supervisor could help you to achieve those goals:

**Supervisor:** List positive aspects of employee's work performance:

Goals for the employee to accomplish within the next year, either areas to improve or areas for growth. **Include any unsatisfactory Job Duty, Competency or Core Value:**

Employee Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date:  
\_\_\_\_\_

Signature of Supervisor/Manger: \_\_\_\_\_ Date:  
\_\_\_\_\_

Signature of Human Resources: \_\_\_\_\_ Date:  
\_\_\_\_\_

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