

# EMPLOYEE SELF-EVALUATION – (Optional at the discretion of the supervisor)

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Answer the following questions by checking the appropriate box to the right. This tool will assist in helping to set individual goals during the evaluation process.

Below Average	Satisfactory	Above Average
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1. I know what the responsibilities of my job are.
2. I know what my supervisor is responsible for.
3. I feel my workload is too heavy.
4. I feel I can discuss my problems with my supervisor.
5. I always know what my daily and weekly goals are.
6. I know that I am a part of a productive work team.
7. I know what the long-term goals of GHA are.
8. I know what the organizational structure of GHA is.
9. I feel I have had enough training to perform my job

I could be more productive if: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee signature: \_\_\_\_\_

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# GEORGIA HOSPITAL ASSOCIATION Employee Performance Review

Employee Name: \_\_\_\_\_

Performance Review Period From: \_\_\_\_\_ To: \_\_\_\_\_

**Overall Rating:**

- \_\_\_\_\_ Consistently Exceeds Expectations
- \_\_\_\_\_ Exceeds Expectations
- \_\_\_\_\_ Meets Expectations
- \_\_\_\_\_ Below Expectations

**Rating Definitions**

**Consistently Exceeds Expectations:** Met the key requirements of the job in all areas and far exceeded the requirements in more than half of the areas on which the employee is evaluated.

**Exceeds Expectations:** Met pertinent GHA strategic goals, key requirements of the job in all areas and exceeded the requirements of the job in many areas. Performance is characterized by high achievement.

**Meets Expectations:** Met pertinent GHA strategic goals and key requirements of the job in many areas. Performance consistently meets the standards of the job.

**Below Expectations:** Does not meet pertinent GHA strategic goals, and key requirements of the job. Excessive directions and follow-up are needed. Immediate improvement required.

Ratings: Rate the employee on the factors listed below:  
(N/A = Not Applicable or too soon to rate employee on criteria)

Performance Criteria	Consistently Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	N/A
<b>Adaptability</b> (Adjusts to changing situations, learns new and different tasks, responds appropriately to suggestions for improvement)					
<b>Attendance/Punctuality</b> (Maintains an acceptable attendance record, works as scheduled)					
<b>Communication</b> (Speaks and writes clearly and concisely as it pertains to the job)					
<b>Creativity</b> (Offers innovative ideas that contribute to meeting assignment objectives and departmental goals)					
<b>Initiative/Problem Solving/Decision Making</b> (Performs with minimal supervision, volunteers to complete special projects, acts promptly, seeks solutions to resolve unexpected problems that arise on the job, makes practical, routine decisions)					
<b>Interpersonal Skills</b> (Maintains harmonious working relationships with supervisors, co-workers and the public; adheres to GHA staff values by interacting appropriately with co-workers and GHA members and helps to create a hospitable and inclusive environment consistent with GHA efforts.)					
<b>Job Knowledge</b> (Demonstrates the knowledge and skill necessary to perform effectively; understands the expectations of the job and stays current with GHA's strategic plan, new technologies, methods and processes in area of responsibility)					
<b>Work Habits</b> (Demonstrates commitment, dedication, cooperation and positive behavior, complies with rules and policies; considers safety of self and others while working; is a team player)					

<b>Work Quality/Productivity</b> (Completes duties as specified in the job description, the GHA strategic plan and other special assignments thoroughly, accurately and on time. performs dependably and as efficiently as possible without jeopardizing quality; strives to increase productivity while maintaining a high level of quality)					
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<b>Supervisory/Lead Worker Criteria</b>					
<b>Delegation and supervision</b> (Demonstrates ability to direct others in accomplishing work, effectively selects and motivates staff, encourages professional development for staff, and completes timely performance reviews)					
<b>Leadership</b> (Exhibits confidence in self and others, inspires respect and trust, motivates others to perform well and reacts well under pressure)					
<b>Planning &amp; Organizing</b> (Plans and organizes work, coordinates with others, and establishes appropriate priorities, assures completion of assigned aspects of the GHA strategic plan.					

**Comment on overall employee performance:**

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**Accomplishments of goals:**

Describe individual goals that support/complement overall organizational goals as found in the GHA strategic plan.

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**Other accomplishments:**

Describe any accomplishments or special achievements that had significant impact on the organization or GHA members

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**Recommendations to enhance employee performance:**

Describe the specific areas in which the employee needs to improve and the specific actions that will be taken by the supervisor and the employee to strengthen these areas, any training requires and the deadline for witch improvements are expected.

**Next year's goals:**

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**Employee comments:** (Optional)

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**Required Signatures:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_