

# Online Performance Evaluation (Preview)

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## Staff Evaluation: Employee Name

date: Today	status: Open	
employee name: Last, First	position/title: My Position Title	evaluation year: 2016
department: My Department	evaluator/supervisor name: My Evaluator	cycle: Calendar/Academic/Fiscal

## Job Description

*If you would like the job description for this position you may request a copy from your department administrator.*

## Basic Procedures:

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1. Review the employee rating scale.
2. For each performance evaluation core value, check desired rating and add comments to support rating.
3. All sections must be completed (rating and comments).
4. Meet with evaluator (supervisor) to discuss performance evaluation.
5. Finalize performance evaluation.

## Employee Rating Scale

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Rating	Description
0 - Not Applicable/Insufficient Info	Not Rated due to Applicability or insufficient Information
1 - Unsuccessful	Seldom meets established standards; must improve for continued employment. Requires coaching due to not exhibiting the expected level of performance.
2 - Needs Improvements	Sometimes meets established standards, but lacks consistency; often falls short of desired results; must improve for continued employment. Requires coaching due to not exhibiting the expected level of performance.
3 - Meets Expectations	Meets and occasionally exceeds established standards.
4 - Exceeds Expectations	Consistently meets and frequently exceeds expected levels of performance.
5 - Role Model (Outstanding)	Consistently meets and almost always exceeds expected levels of performance.

## SPECIAL NOTE:

***Do NOT cut and paste from a formatting text editor (ie. MS Word). Only cut and paste from a plain text editor such as Notepad or Wordpad.***

## Accomplishments

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- 1) Summarize accomplishments since your last evaluation.

Enter Comments:\*

0/1000 characters

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# WE ARE NEBRASKA MEDICINE & UNMC

Our mission is to lead the world in transforming lives to create a healthy future for all individuals and communities through premier educational programs, innovative research and extraordinary patient care.

## ITEACH Values

### Core Value

### Employee Rating



#### Innovation

Search for a better way. Seek and implement ideas and approaches that can change the way the world discovers, teaches and heals. Drive transformational change.

- Demonstrates insight and motivation
- Adds value to others through demonstrated service behaviors. Works independently with little supervision and seeks ways to improve work processes.

Not Applicable

Enter Rating:\*  (e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters



#### Teamwork

Respect diversity and one another. Communicate effectively and listen well. Be approachable and courteous. There is no limit to what we can achieve when we work together.

- Works cooperatively and effectively with others to achieve common goals, and participates in building a group identity characterized by pride, trust and commitment.
- Explains, describes, persuades, negotiates, and generally convey intended meanings and information to others.
- Interacts appropriately with all members of the campus community.

Not Applicable

Enter Rating:\*  (e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

Not Applicable



### Excellence

Strive for the highest standards of safety and quality in all that you do. Work to achieve exceptional results.

- Completes assignments with thoroughness and accuracy and demonstrates professional written communication.
- Applies technical and/or professional expertise.

Enter Rating:\*  (e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

Not Applicable



### Accountability

Commit. Take ownership. Be resilient, transparent and honest. Always do the right thing and continuously learn.

- Demonstrates responsibility for persons, data, activities, resources and outcomes. Includes following the UNMC Code of Ethics.
- Completes work in a timely and efficient manner, sets meaningful and measurable objectives and goals, accomplishes goals within time frame, and volunteers for additional responsibilities.
- Accepts, adapts and copes with change, manages stressors in positive and constructive ways, and maintains harmonious working relationships with supervisors, co-workers, students, and the public.

Enter Rating:\*  (e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

Not Applicable



### Courage

Make the tough decisions. Have no fear of failure in the pursuit of excellence. Admit mistakes and learn from them.

Enter Rating:\*  (e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

- The extent of decision-making effectiveness and problem anticipation.

Not Applicable



### Healing

Show the empathy you feel. Be selfless in caring for patients, one another and the community.

- Leader in challenging situations that would commonly frustrate others, easily energizes group if things are stressful, is calm under pressure and does not become defensive in stressful customer interactions.
- Courteous and friendly with internal and external customers, facilitates positive interactions and solutions, places customer first and ensures customer is satisfied with service provided, and understands the value of customers.

Enter Rating:\*  (e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

### Attendance

Not Applicable

Maintains acceptable attendance records, is punctual in starting workday and adheres to work schedule.

- Unplanned absences for Performance Evaluation purposes **do not include** FMLA, funeral leave, planned sick leave or vacation/floating/banked leave.

Enter Rating:\*  (e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

### Program Management

Not Applicable

Employee works to insure viability and growth, financial stability, and market standing for progress.

Enter Rating:\*  (e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

### Human Capital Management

Not Applicable

Employee is able to attract, recruit, and retain high-quality staff.

Enter Rating:\*  (e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

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**Financial Management**

Not Applicable

Employee is able to prepare and manage budgets, and be financially accountable.

Enter Rating:\*

(e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

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**Transformational Leadership Level**

Not Applicable

People follow employee because of who they are and what they represent.

Enter Rating:\*

(e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

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**UNePlan Strategic Planning**

Not Applicable

Monitors strategic plan goals and successful completion.

Enter Rating:\*

(e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

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**OVERALL RATING**

Not Applicable

Enter Rating:\*

(e.g. 3.0, 3.3, 3.5)

Enter Comments:\*

0/1000 characters

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## Goals for the Next 12 months

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### Employee Goals:

Enter Comments:\*

0/1000 characters

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## Process Evaluation

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Status: Open



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