Department of Pediatrics
Staff Performance Review Process

1st Week
Supervisor Reviews With Employee:
• Standards of Behavior (PROMISE Standards)
• Essential Functions Contained in the Job Description
• Other Performance Expectations

3 And 5 Month Review (New Hires & Transfers)
• Supervisor and Employee Discuss Performance
• Opportunity for feedback (Supervisor and Employee)
• Establish Performance/Development Goals (required at 5 Month Review, if not Previously Established)
• Document Relevant Information

Periodic Reviews (Quarterly or More Frequent)
• Supervisor and Employee Discuss Performance
• Opportunity for feedback (Supervisor and Employee)
• Communicate Changes to Expectations (if applicable)
• Review Progress Towards Achieving Goals
• Document Relevant Information

Supervisor Preparations for Annual Review
• Update Employee’s Job Description (When Needed)
• Send out and Collect Employee-Self Assessment & Feedback Forms
• Review Notes From Periodic Reviews
• Prepare the Online Staff Performance Review Form
• Allow the Employee to Complete the “Self-Evaluate” Portion of the Evaluation Before the In-person Meeting With the Supervisor
• Supervisor Completes Ratings in Each Section of the Evaluation Before Meeting with the Employee

PLAN:
• Expectations are communicated and individual SMART goals and objectives are established for the review period.
• Goals should align with organizational objectives and must be Specific, Measurable, Achievable, Relevant and Time Bound.

MANAGE:
• Regular communication - both parties are kept abreast of progress toward successful completion of goals and expectations.
• Opportunities to provide timely feedback and coaching.

REVIEW:
• The performance review involves looking back over the review period to assess the employee's overall performance during this time, and if the established goals were met.
• There should be no surprises.

REWARD:
• Acknowledgement
• Expanded Opportunities
• Recognition
• Favorable Personnel Actions

Finalizing Review
• Supervisor Routes Evaluation to Other Key People to View/Comment/Sign (Must Route to Next Level Supervisor/Leader to Sign)
• Supervisor Finalizes and Signs
• Employee Signs
• A PDF or Paper Copy of the Evaluation Can be Printed

Annual Review
Supervisor and Employee Meet to:
• Discuss Supervisor’s Ratings if Different From Employee’s
• Review Performance During the Review Period
• Review Achievement Towards Meeting Goals
• Establish Performance/Development Goals and the Professional Development Plan for the Upcoming Review Period
Supervisor Uploads Relevant Documents as Attached Files to the Online Evaluation.

Annual Evaluation Period:
January 1st – December 31st

November 2014