

Job Performance Rating Definitions

<p>5 <i>Distinguished Contributor</i></p>	<ul style="list-style-type: none"> ❖ Super-Star Performance ❖ Significantly and consistently exceed expectation(s) by producing a high quality and quantity of work. ❖ Undertake additional job functions/duties, through their own initiative, that further the goals of and make significant contributions to the department, division, and hospital. ❖ Be dependable, highly reliable and follow through on all provided or otherwise undertaken assignments and be effective in a variety of settings including one-on-one communication, writing skills, correspondence, and public situations. ❖ Demonstrate exceptional in-depth knowledge of their job functions/duties and be highly recognized by others within the hospital or within their area of expertise as an authority in their area of work. ❖ Exhibit model behavior that exemplifies the values and qualities of the hospital and that is worthy of emulation by leaders and associates. ❖ Skillfully and in a highly reliable manner handle multiple and varied types of tasks with competing priorities. ❖ Skillfully resolve conflict in the midst of differing opinions by creatively developing a compromise within competing interests. ❖ Exhibit teamwork or is a team player in varied settings and influence others to work collaboratively to bring about a positive impact while furthering the goals of the department, division and hospital. ❖ Requires Sr. Management approval.
<p>4 <i>Commendable Contributor</i></p>	<ul style="list-style-type: none"> ❖ High Performance ❖ Routinely meet and exceed expectations and role requirements by producing a high quality of work on a consistent basis. ❖ Possess full knowledge of their job functions/duties, as well as, other related aspects of the department, division, and hospital, with the ability to explain and articulate such aspects clearly to others. ❖ Be dependable, highly reliable and follow through on all assignments. ❖ Be recognized by associates, leaders, and others as collaborative, skilled, and reliable. ❖ In representing the department, division or hospital, effectively interact with associates, managers, visitors, patients, or other members of the hospital community. ❖ Consistently exhibit model behavior that exemplifies the values and qualities of the hospital. ❖ Exhibit teamwork or is a team player in varied settings without prompting and can work collaboratively with others. ❖ Demonstrate the ability to take on progressive responsibility with a high level of success. ❖ Requires Sr. Management approval.
<p>3 <i>Full Contributor</i></p>	<ul style="list-style-type: none"> ❖ Solid and dependable performance ❖ Competently perform job functions/duties on a day-to-day basis and regularly meets expectations and job description requirements with some tasks performed beyond expectations. ❖ Possess full knowledge of their job functions/duties. ❖ Be perceived by associates, leaders, and others as collaborative, skilled and dependable. ❖ Regularly interact effectively with associates, managers, visitors, patients, or other members of the hospital community. ❖ Exhibit teamwork or is a team player in varied settings and collaborates with others

<p style="text-align: center;">2 <i>Partial</i> <i>Contributor</i></p>	<ul style="list-style-type: none"> ❖ Low performance and needs improvement. ❖ Sometimes complete their assignments/tasks in a competent manner or requires clarification or time extensions. ❖ Inconsistently perform their job functions/duties or responsibilities. ❖ Demonstrate minimal initiative. ❖ Requires supervision due to low performance or skill level. ❖ Engages in less effective or less than positive interactions with associates, managers, visitors, patients, or other members of the hospital community. ❖ May have reached early stages of formal corrective action prior to assessment. ❖ Formal performance improvement plan should be established with assessment. ❖ Must be re-appraised in three months and show significant performance improvement. ❖ Requires Sr. Management notification.
<p style="text-align: center;">1 <i>Minimal</i> <i>Contributor</i></p>	<ul style="list-style-type: none"> ❖ Less than acceptable performance ❖ Consistently fail to competently complete their assignments/tasks and consistently fail to produce quality work product even with clarifications or time extensions. ❖ Consistently fail to meet expectations and job description requirements ❖ Work at a level of minimum standards, with inconsistent productivity. ❖ Fail to possess full knowledge of their job functions/duties. ❖ Be perceived by associates and managers as non-collaborative and not being a team player. ❖ Ineffectively interact with associates, managers, visitors, patients, or other members of the hospital community. ❖ Take little or no initiative, even with prompting. ❖ Formal performance improvement plan has been established and corrective actions are being assessed frequently. ❖ Must be re-appraised in three months and show significant performance improvement. ❖ Requires Sr. Management notification.