GUIDELINES FOR OVERALL PERFORMANCE RATING

Important Points:
● There should be no surprises at evaluation time that influence an employee's overall rating.
  - Overall principle is preponderance
  - At applicable to level of nurse
● Developmental tool to initiate discussion in regards to level movement.
● Any rating other than “meets behavioral expectations” requires rationale

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<th>Scale</th>
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| Behavioral Expectations Not Met/ NA | ● This category is used when employees have consistently not met their job expectations over the course of the last year.  
● It would be expected that you would have already documented and counseled the employee on the issues that led to this overall rating. |
| Approaching Behavioral Expectations | ● This category can be used for two purposes. One is to indicate performance issues that need attention, the other is to indicate performance for a new hire or someone at a new level who has not been in the position long enough to fully evaluate performance.  
● For staff that are new to UMHHHC or their roles:  
  ◦ Employment or transfer of less than 4-6 months (or whatever timeframe is appropriate for you to evaluate performance).  
  ◦ Still mastering new skills and responsibilities  
  ◦ You expect the employee will be able to meet expectations next year  
● For staff whose performance is less than meeting expectations:  
  ◦ Inconsistent demonstration of framework behaviors for applicable level  
  ◦ Needs to demonstrate growth and improvement in order to meet behaviors  
  ◦ Specific action plan should be developed to improve performance that includes measurable goals and expected outcomes |
| Meets Behavioral Expectations | ● This category is used when the employee is meeting behavioral expectations; effective and provides value for the organization.  
  ◦ Work is thorough and accurate; is accountable for own outcomes  
  ◦ Contributes to the goals of the organization and the unit  
  ◦ Exhibits professional demeanor  
  ◦ Demonstrates commitment to meeting level expectations |
| Exceeds Behavioral Expectations | ● This category is used when the employee regularly meets expectations plus:  
  ◦ Demonstrates excellence and exceeds expectations consistently; goes above and beyond  
  ◦ Continuously increases the quality and/or quantity of contribution  
  ◦ Demonstrates self-awareness related to performance |