

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**

Scale	Guidelines
Behavioral Expectations Not Met/ NA	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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 UMHHC or their roles: <ul style="list-style-type: none"> ◦ 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: <ul style="list-style-type: none"> ◦ 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	<ul style="list-style-type: none"> ● This category is used when the employee is meeting behavioral expectations; effective and provides value for the organization. <ul style="list-style-type: none"> ◦ 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	<ul style="list-style-type: none"> ● This category is used when the employee regularly meets expectations plus: <ul style="list-style-type: none"> ◦ 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