RN: use our online Qualtrics survey tools for the nursing performance evaluation process!

Performance Evaluation Steps for RNs

1. **Obtain peer feedback from at least 3 peers covering all domains.**

RN: send a request to at least 3 peers for feedback using the link to our [Peer Feedback](#) tool in your email notice.

As peers complete the peer feedback survey tool, a copy of their survey responses will be auto-forwarded via email to:
- you
- the peer completing the feedback
- the clinical nursing director/supervisor

2. **Complete self-evaluation within 3 weeks of email notice.**

After you receive your peer feedback, visit our [Performance Evaluations](#) website (link provided in your email notice) and click the “Take Self-Evaluation Survey” button. Or click button here:

Follow the instructions as prompted within the self-evaluation survey tool and be sure to select your correct job category and level. Your submitted responses will be auto-forwarded via email to:
- you
- the clinical nursing director/supervisor

**NOTE:** You will have two ways to save your responses and continue later if you cannot complete the self-evaluation in one sitting. Directions are within the survey tool.

3. **Meet with your clinical nursing director/supervisor. Date set by unit.**

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**TIP:** The self-evaluation survey requires that you request and use a KEY LINK, so have your email inbox ready when you begin

**TIP:** average completion time is 30-45 minutes

**TIP:** see “How-to” Instructions/Sneak Peek Screen Shots at our website link below

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[Performance Evaluations website](http://www.med.umich.edu/NURSING/performance_evaluation/)

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**Dear Jane Doe:**

Because your date of hire is MM/DD/YYYY and it is now your evaluation/semi-annual... It’s time for your annual performance appraisal.

Note: because our unit has multiple leadership personnel, be sure to select the following Clinical Nursing Director or Supervisor from the dropdown within the survey tools to ensure email notifications are sent to the correct person: [Supervisor John Smith]

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**It’s Time for Your Annual Performance Appraisal**

**Required items for you to do and time frame:**

<table>
<thead>
<tr>
<th>Within 7 days of the email</th>
<th>1. Obtain peer feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Obtain peer feedback from at least 3 peers, covering all domains are evaluated. Click here for our Peer Feedback Qualtrics tool.</td>
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</table>

<table>
<thead>
<tr>
<th>Within 3 weeks of the email</th>
<th>2. Complete self-evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>After your peers have provided peer feedback, complete this tool. Click here for our Self Evaluation Qualtrics tool. Be sure to choose the appropriate link for your level.</td>
<td></td>
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</tbody>
</table>

**Date set by unit**

3. Meet with clinical nursing director/supervisor

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[Visit our new website with online easy-to-use Qualtrics forms:](http://www.med.umich.edu/NURSING/performance_evaluation/index.html)