

K'ima:w Medical Center Performance Review

Employee Name:				
Job Title:				
Department:				
Review Period Start:				
Review Period End:				
Last Review: Reviewer:				
Reviewer Title:				
Competencie	es			
Low = High =	RATINGS Unsatisfactory Needs improvement Meets job require Exceeds job require Outstanding	ents		
Tingii —	Guistanamg			
Communications			NIA Low	· High
Expresses ideas and thoughts of Expresses ideas and thoughts is Exhibits good listening and conference of Keeps others adequately information Selects and uses appropriate conversal		s in written form comprehension ormed		
Cooperation			NIA Low	High
Exhibits tact a Displays posit Offers assistar Works cooper	d maintains effer nd consideration ive outlook and nce and support atively in group y to resolve cons	n l pleasant manner to co-workers o situations		
Overall				

Dependability		
	NIA Low	High
Responds to requests for service and assistance Follows instructions, Responds to management direction Takes responsibility for own actions Commits to doing the best job possible Keeps commitments Meets attendance and punctuality guidelines Overall		
Initiative	NIA Low	High
Volunteers readily Undertakes self-development activities Seeks increased responsibilities Takes independent actions and calculated risks Looks for and takes advantage of opportunities Asks for help when needed Overall		
Job Knowledge	NIA Low	High
Competent in required job skills and knowledge Exhibits ability to learn and apply new skills Keeps abreast of current developments Requires minimal supervision Displays understanding of how job relates to others Uses resources effectively Overall		
Judgment	NIA Low	High
Displays willingness to make decisions Exhibits sound and accurate judgment Supports and explains reasoning for decisions Includes appropriate people in decision making process Makes timely decisions		
Overall		

Planning & Organization		
	N IA Low	High
Prioritizes and plans work activities Uses Time efficiently Plans for additional resources Integrates changes smoothly Sets goals and objectives Works in an organized manner		
Overall		
Problem Solving	NIA Low	High
Identifies problems in a timely manner Gathers and analyzes information skillfully Develops alternative solutions Resolves problems in early stages Works well in group problem solving situations		
Overall		
Quality	NIA Low	High
Demonstrates accuracy and thoroughness Displays commitment to excellence Looks for ways to improve and promote quality Applies feedback to improve performance Monitors own work to ensure quality		
Overall		
Quantity	NIA Low	High
Meets productivity standards Completes work in a timely manner Strives to increase productivity Works quickly Achieves established goals Overall		
Use of Technology	NIA Low	High
Demonstrates required skills Adapts to new technologies Troubleshoots technological problems		

Uses technology to increase productivity Keeps technical skills up to date	
Overall	
Summary	$NIA\ Low \qquad High \qquad \qquad \square \qquad \square \qquad \square$
Development Plans	
Employee Comments	
Thanks.	
Employee Acknowledgment	
I have reviewed this document and discussed the contents with m my performance status and does not necessarily imply that I agree	ly manager. My signature means that I have been advised of e with the evaluation.
Employee Signature/Date	
Reviewer Comments	
Reviewer Signature/Date .,	