



TVFHT Performance Development Survey – Self Results Central Office Staff

Name: _____

Role: _____

Date of Review: _____

	Rating System
1	Exceeds Expectations. Results consistently exceed the defined expectations. Employee consistently demonstrates an ability to excel in the widest variety of assignments within the scope of the job. On new assignments, learning progress exceeds expectations.
2	Meets Expectations. Results consistently meet the defined expectations. All current job responsibilities are achieved. Employee requires little or no supervision.
3	Area for Development. Results do not consistently meet areas of the defined expectations. Job responsibilities and expectations are only partially achieved. Employee requires frequent supervision, attention and direction.
4	Does Not Meet Expectations. Performance level is below minimum requirement.
N/A	Please use this box if you feel as a reviewer that you do not have sufficient knowledge of the employee to rate them on this specific competency area.

Definitions:

Colleagues: When we use the term colleagues, we are referring to site physicians, site physicians' staff, other site FHT staff, FHT staff from other sites, central office staff, and staff from other agencies you may interact with.

In addition to placing an "X" in the appropriate box for each competency, remember that it is important to add comments and examples that explain the rating.

TVFHT Value: Patient and Family Centered Care		
RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> ➤ Creates and sustains an environment that integrates the values of patient and family centered care into administrative practices ➤ Demonstrates commitment to supporting IHPs and facilitating quality service through respectful, responsive and positive approach to interactions with colleagues across sites ➤ Recognizes and identifies opportunities for improved efficiencies in supporting patient care activities ➤ Maintains confidentiality 	
TVFHT Value: Trust and Respect		
RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> ➤ Solicits input from colleagues ➤ Follows through on their commitments ➤ Appreciates the knowledge and skills of all colleagues ➤ Demonstrates a professional approach in conduct, word and demeanor 	
TVFHT Value: Collaboration and Teamwork		
RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> ➤ Collaborates in team decision making and contributes to team priorities ➤ Provides back up and assists team members as appropriate ➤ Recognizes and supports broad organizational goals and objectives ➤ Maintains positive working relationships with colleagues 	

TVFHT Value: Honesty and Open Communication		
RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> ➤ Demonstrates effective use of dispute resolution procedures ➤ Listens to what each person has to say ➤ Asks for input from colleagues ➤ Is engaged during team meeting discussions ➤ Offers and receives critical feedback tactfully. ➤ Waits to fully hear and comprehend each other's contribution ➤ Is willing to have their perspective changed through the interaction of the group 	
TVFHT Value: Accountability		
RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> ➤ Uses a logical approach to decisions where pre-existing policies are not available and uses them when they are available. ➤ Acknowledges when decision making is beyond scope of role, position authority or skills and knowledge and seeks out guidance/support/training. ➤ Proactively engages in professional development opportunities ➤ Uses fair and logical problem solving 	
TVFHT Priority: Safety/Operational Responsibilities		
RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> ➤ Performs duties with own and others safety in mind ➤ Takes responsibility for knowing and understanding TVFHT policies and procedures ➤ Effectively plans, coordinates and implements responsibilities for efficient work flow ➤ Demonstrates effective use of available administrative and IT tools 	

Duties and Responsibilities

RATING	DEFINITION	COMMENTS/EXAMPLES
1 <input type="checkbox"/>	➤ Works within scope of role and explores professional development opportunities to further their career	
2 <input type="checkbox"/>		
3 <input type="checkbox"/>	➤ Seeks out help or guidance when task is outside of skills and/or experience	
4 <input type="checkbox"/>		
N/A <input type="checkbox"/>	➤ Engages appropriate colleagues when requests are outside of scope of role ➤ Good understanding of Job description	

List what you believe to be employees key accomplishments with examples:

List what you believe to be the employees key areas for development with examples:

Managers' Summary Comments:

Employee's Comments:

Further follow-up required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----------------------------	------------------------------	-----------------------------

If Yes, specifics of required follow-up including dates of required actions: