

SOM- Department of Obstetrics and Gynecology	TITLE: Annual Performance Reviews	Policy: HR009
Department Guideline	Date: September 20, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

I. Performance Review

The performance Review is to be conducted yearly on all staff and administrative personnel in the OBGYN department.

- a. At the beginning of the budget year the supervisor or manager must complete a yearly employee performance appraisal.
- b. The supervisor/manager is responsible for discussing the job expectations and strengths and weaknesses of the employee during this process.
- c. By establishing a two way communication dialogue this allows the employee and the supervisor/manager to discuss tasks and duties openly and candidly.
- d. The Performance Review is not a tool to be used to discipline an employee. If there are weaknesses that the employee needs to improve or development plan which should be followed this is the vehicle to discuss with the employee.
- e. Once the review has been completed both supervisor/manager and employee are to sign and date the performance plan.
- f. If the employee does not agree with the information provided on the review the employee has an ample opportunity to document their feedback or input on the last page of the review.
- g. Copies of the review are to be made and provided to both the employee and Human Resources to be maintained in the employee records. An additional copy of the administrative staff reviews are also maintained in the Business Manager's office for easy access.

Administrative Performance Review Forms may be downloaded at:

<http://www.mcq.edu/hrforms/pdf/PerformApp.pdf>

II. The Appraisal Process

This performance appraisal is designed for supervisors to assess the performance of their employees.

- Section I allows for "job specific" evaluation.
- Section II provides for a series of performance factors related to the job.
- Section III identifies training and future goals.

The rating scale below should be used in each section. Upon completion of the appraisal, the supervisor should sign the document and obtain the necessary signatures of the reviewer and the employee.

This Performance Appraisal Form is to be used for all job groups (both non-exempt and exempt). **It should not be used for MCGHI leased employees who should be evaluated using the current MCGHI employee performance appraisal form.**

III. Explanation of Rating Levels

Excels - Performance which is consistently better than that expected of a fully proficient employee.

Proficient - Performance which meets the expectations of an employee for this job classification.

Needs Improvement - Performance less than that of a fully proficient employee; improvement necessary.

Unsatisfactory - Performance that does not meet minimum job requirements; immediate and substantial improvement is necessary.