

University of North Texas Health Science Center

2015 Staff Performance Feedback Form



Section I – Team Member Information			
Team Member Name:		Employee ID:	
Position Title:		Position ID:	
Supervisor:		Review Date:	
Department:			

Section II – Performance Evaluation Signatures (sign for receipt and completion of Section VI)	
Direct Supervisor Signature	Date
2nd Level Supervisor Signature	Date
Team Member Signature	Date
Human Resources Representative	Date
** Team Member signature acknowledges receipt of completed evaluation; it does not necessarily indicate agreement. **	

Section III – Values Assessment	
Values	Behaviors
<p>SERVE OTHERS FIRST</p> <p>Encourage growth, well-being and success of each other and people we serve</p>	<ul style="list-style-type: none"> • Empower one another to make values-based decisions • Consider the impact of your decisions • Be good stewards of people and resources • Demonstrate compassion, care and humility • Promote individual potential
Demonstrated Strengths:	Opportunities for Improvement:
<p>INTEGRITY</p> <p>Uphold the highest ethical standards</p>	<ul style="list-style-type: none"> • Do what is right, not just what is easy - even if no one is looking • Conduct ourselves with honesty, trustworthiness and dependability • Be transparent in actions • Own, correct and learn from successes and failures • Demonstrate loyalty to our mission and vision
Demonstrated Strengths:	Opportunities for Improvement:
<p>RESPECT</p> <p>Treat everyone with dignity and compassion</p>	<ul style="list-style-type: none"> • Gratefully acknowledge contributions and efforts of others • Invite other perspectives and encourage dialogue • Communicate openly in a timely, courteous and relevant manner • Promote diversity of thought, ideas and people • Build trust by honoring our word through actions
Demonstrated Strengths:	Opportunities for Improvement:
<p>COLLABORATION</p> <p>Work together to achieve shared goals</p>	<ul style="list-style-type: none"> • Combine our strengths to discover new ideas and share best practices • Seek opportunities to engage others and break through barriers • Inspire one another to be more, collectively, than the sum of our individual parts • Give, ask for and value feedback • Recognize the contributions of others and celebrate successes
Demonstrated Strengths:	Opportunities for Improvement:
<p>BE VISIONARY</p> <p>Create innovative solutions in the pursuit of excellence</p>	<ul style="list-style-type: none"> • Respectfully challenge the way things have always been done • Create unique ways to provide remarkable service • Navigate change to move us forward • Proactively implement new ideas • Take thoughtful risks
Demonstrated Strengths:	Opportunities for Improvement:

Section IV – Team Member Development

Was coaching used as a feedback and development tool? No Yes

(Check all that apply) Formal with Coaching Plan Informal/in the moment

How has coaching affected Team Member development?

Section V – Performance Goals for FY 2016

Goals	Measures & Resources Needed
Individual Goal 1:	
Individual Goal 2:	
Individual Stretch Goal:	
Collaborative Team Goal:	

Section VI – Performance Evaluation

Job Responsibilities *(List top 5 to 7 job responsibilities.)*

Supervisor Comments *(Provide qualitative feedback on performance of job responsibilities.)*

Team Member Comments *(May include any desires for career growth and development.)*

Rate according to rating scale provided	Section VI – Rating	
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** Upon completion of the performance feedback session, please return to page 1 for team member signature **

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Objectives

1. To identify demonstrated strengths and opportunities for improvement building our values-based culture.
2. To increase effectiveness and overall department success in meeting the institution's strategic goals.
3. To increase team awareness of job performance based on job responsibilities.

Document Sections

Section I – Team Member Information

Section II – Performance Evaluation Signatures

Section III – Values Assessment – This section documents how well the team member has demonstrated the identified values-based behaviors over the last year. Each sub-section provides space for comments.

Section IV – Team Member Development – This section provides space for collaborative input on the role coaching plays in the team member's development.

Section V – Performance Goals for FY 2016 – This section provides space for collaborative goal-setting for the upcoming year. Include 4 performance goals (2 individual, 1 stretch, 1 collaborative team) aligned to HSC strategic plan, department action plan and individual coaching plan.

Section VI – Performance Evaluation – This section provides space for evaluation of performance based on job responsibilities associated with current position. List the top 5 to 7 responsibilities associated with the team member's position. Space is provided for supervisor and team member comments related to overall performance, career growth and development. Use the rating scale below for this section.

Rating Scale

1 -- Unsatisfactory: Immediate and sustained performance improvement required to remain at HSC.
2 – Not Meeting Expectations: Did not meet some expectations.
3 -- Meets Expectations: Met HSC standards / expectations.
4 -- Exceeds Expectations: Consistently delivers above HSC standards / expectations.

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Instructions

Section I – Team Member Information – Insert information for team member’s current position, supervisor and department.

Section II – Performance Evaluation Signatures –The DIRECT supervisor completes the job responsibilities (Section VI) prior to conducting the review discussion with the team member. After collaborating to complete Sections III, IV, and V as well as reviewing Section VI, the supervisor and team member sign the form. Then the DIRECT supervisor routes the completed document to the NEXT level supervisor for review and signature before emailing the form to HRS@unthsc.edu .

Section III – Values Assessment – This section documents team member’s demonstrated behavioral strength and opportunity for improvement for each of Our Values. These behaviors have been identified as essential to success for all team members, regardless of their position at the institution. Collaborating with the team member, supervisors will comment on each value – identifying demonstrated strengths and opportunities for improvement.

Section IV – Team Member Development – This section provides space for collaborative input on the role coaching plays in the team member’s development.

Section V – Performance Goals for FY 2016 – This section provides space for collaborative goal-setting for the upcoming year. Include 4 performance goals (2 individual, 1 stretch, 1 collaborative team) aligned to HSC strategic plan, department action plan and individual coaching plan. Performance goals set expectations, and should define a measurable result. When establishing goals, start by reviewing job responsibilities (Section VI) specific to the individual job role. Then jointly establish goals that describe accomplishments you expect the Team member to achieve in order to drive success for your team/department. Stretch Goals are goals that are beyond current capability, require learning and application of new skills, cannot be achieved by incremental steps or small improvements, and are challenging enough that few will actually achieve. Collaborative Team Goals are goals that require collaboration within the team or cross-functional effort to achieve. Measures used to determine goal achievement and any resources required (such as training, software, technology, documents, partnerships, etc.) should also be listed.

Section VI – Job Responsibilities – This section provides space for evaluation of performance based on job responsibilities associated with current position. List the top 5 to 7 responsibilities associated with the team member’s position. The approved job description is a good starting point for this information. If the team member has changed jobs during the evaluation year, the current supervisor should seek input from previous supervisor. Space is provided for supervisor and team member comments related to overall performance, career growth and development. Supervisors should rate this section according to the rating scale provided.

Timeline

May	Communications from HSC leadership; forms available on HSC HR website
June	Training sessions available for supervisors
Jul 1	Review period begins
Sep 30	Reviews completed / submitted to HR