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Performance Development Form

We constantly strive to improve our personal performance.

Mission

We, as a regional health care organization with unique provincial responsibilities, are dedicated to the health and wellness of all persons, families and communities through the provision of comprehensive health care services, education and research in partnership with government, health-related agencies and the community.

Vision

We are committed to a strong health care system.

Values

The Health Care Corporation of St. John's believes in and promotes the following statement of values. We will be guided by these values in our decision making and in all our activities.

- Respect for Persons*** - We respect the dignity of all persons.
- Caring Community*** - We believe that care is shown by the attitudes and actions of our health care community.
- Justice and Fairness*** - We are committed to most equitable allocation of available resources.
- Collaboration*** - We believe that communication, teamwork and partnerships are essential.
- Pursuit of Excellence*** - We are committed to providing the highest standard of care delivered in a learning environment.

ENTERED

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☐ Annual ☒ Triennial ☐ Trial ☐ Probationary

PLEASE PRINT	
Name: <u>WELSH, PEGGY</u>	Position Title: <u>TECH II</u>
Department/Program: <u>PATHOLOGY/LAB</u>	Site: <u>HSC</u>
Date Started in Position: <u>1977</u>	Length of Time Reporting to Manager: <u>14 yrs</u>
Evaluation Period From: <u>JAN, 1988</u> To: <u>DEC 31, 1988</u>	Other Contributors:
Next Evaluation Date: <u>JAN 2000</u>	






PART I PERFORMANCE PLANNING

You may use the space below or attach additional paper which outlines your objectives and achievements against objectives. Objectives may include those related to professional development.

Annual Objectives	Achievement Against Objectives
<div>RECEIVED</div>	

Confidential**PART II GENERIC COMPETENCIES**

Including comments with examples makes feedback more meaningful.

Performance Expectations For All Employees	Comments with Examples
Client Centered - <i>Provides care/service which is centered on the client.</i> ⇨ identifies the clients served by the individual, group or team ⇨ identifies the needs and expectations of clients ⇨ monitors outcomes of care or service ⇨ evaluates how well the care or service provided meets the needs of clients	
Communication - <i>Openly and respectfully exchanges information in a way that promotes mutual understanding.</i> ⇨ provides relevant information that is timely, accurate, understandable and complete ⇨ maintains confidentiality of clients, staff and the Health Care Corporation ⇨ actively listens ⇨ demonstrates understanding by accurately restating the communications of others ⇨ obtains accurate and complete information for clients, co-workers, members of the public, and others ⇨ respects the knowledge and opinions of others	
Decision Making - <i>Makes decisions and/or solves problems based upon analysis, experience and judgement</i> ⇨ demonstrates a willingness to make decisions (and/or solves problems) within one's scope of responsibility ⇨ gathers factual information from a variety of sources ⇨ makes decisions (and/or solves problems) in a timely manner ⇨ evaluates the effectiveness of decisions and solutions to problems ⇨ accepts responsibility for decisions	
Dependability - <i>Demonstrates reliability.</i> ⇨ demonstrates punctuality ⇨ uses time responsibly ⇨ recognizes the importance of and practices good attendance ⇨ consistently fulfills obligations	
Financial Responsibility - <i>Uses available resources in an efficient, appropriate and cost-effective manner..</i> ⇨ delivers care/service in a way that minimizes effort, waste and cost while maintaining quality and achieving desired results. ⇨ uses the right resources to deliver the care/service needed ⇨ shares resources with others	

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<p>Learning and Development - <i>Uses a planned approach to improve the performance of self and others.</i></p> <ul style="list-style-type: none"> ⇒ identifies learning and development needs ⇒ participates in continuing education and training ⇒ maintains the knowledge, skills and abilities necessary to perform job responsibilities ⇒ seeks, uses and provides informal and formal feedback ⇒ shares new knowledge and skills 	
<p>Quality Focus - <i>Continuously strives to meet and exceed client expectations.</i></p> <p><i>The eight dimensions of quality provide a framework for the quality focus competency. The eight dimensions of quality are: continuity; safety; competence; acceptability; effectiveness; appropriateness; efficiency; and accessibility.</i></p> <ul style="list-style-type: none"> ⇒ looks for ways to improve processes for identifying and meeting client needs ⇒ shows a concern for the safety and well-being of clients, visitors, coworkers and self ⇒ provides safe and respectful care/service ⇒ maintains a safe work environment 	
<p>Resilience - <i>Demonstrates an ability to adjust and move forward when faced with challenging circumstances.</i></p> <ul style="list-style-type: none"> ⇒ demonstrates a receptiveness to change ⇒ maintains composure and ability to perform in stressful situations ⇒ demonstrates an openness to new ideas and new ways of doing things 	
<p>Team Work - <i>Works collaboratively with others to achieve shared goals and objectives.</i></p> <ul style="list-style-type: none"> ⇒ participates in the development of the goals and objectives of the team ⇒ works towards achieving the goals and objectives of the team by sharing expertise and experience ⇒ supports the efforts of the team by being open to and giving constructive feedback ⇒ manages conflicts within the team ⇒ demonstrates a respect for the thoughts and opinions of team members ⇒ supports the decisions of the team ⇒ positively reinforces team members 	

PART III ATTENDANCE

Attendance Management	Comments
Corporate Sick Leave Average: [REDACTED]	[REDACTED]
Department/Program Sick Leave Average: [REDACTED]	
Employee's Sick Leave Usage: [REDACTED]	

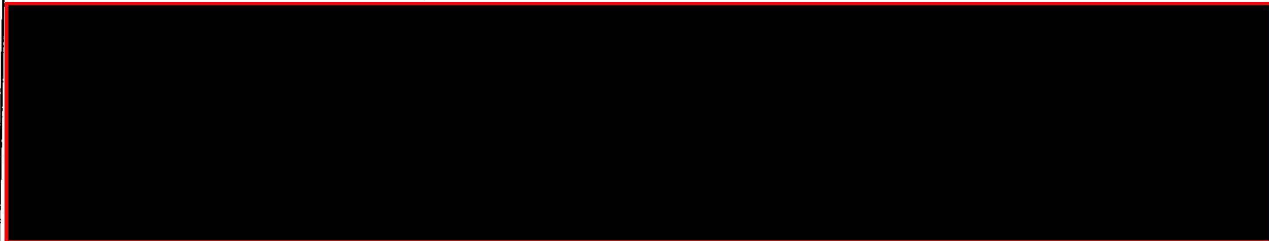
Confidential**PART IV OCCUPATIONAL COMPETENCIES**

This section refers to the technical or professional standards required by your job. You may use the space provided or attach a list of specific job knowledge and skills. Inserts are available for some occupations.

Performance Expectations /Job Knowledge and Skills	Comments with Examples
	

PART V YOUR DEVELOPMENT

Future Development/Career Planning <i>What are your development needs/ interests? These can be related to your job or of personal interest.</i>

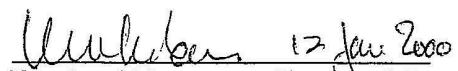
Confidential**PART VI EVALUATOR SUMMARY****Summary of Employee Performance by Evaluator****PART VI COMMENTS****Employee Comments**

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Signatures and Dates: An employee's signature means that she/he has met with the manager to discuss this evaluation, but does not necessarily mean agreement with comments made.


Employee Signature & Date


Immediate Manager Signature & Date


Next Level Management Signature & Date

***Please return to the secretary to the Director, Human Resources Development
& Planning Department.***