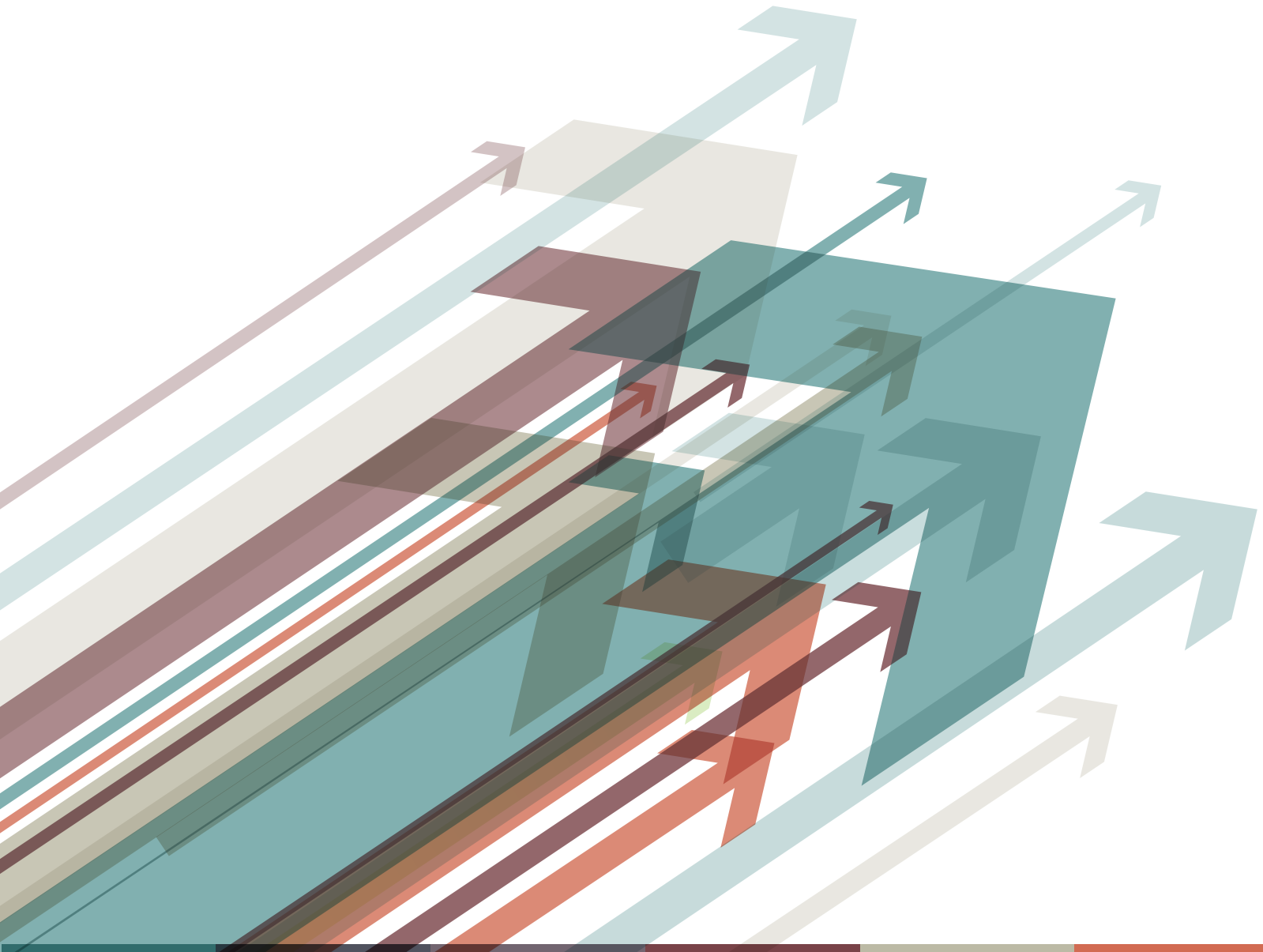


EMPLOYEE

PERFORMANCE MANAGEMENT

Your Quick Reference Guide to the Online Performance Evaluation Process



Baptist Health South Florida



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Important Phone Numbers

WHAT IS PERFORMANCE EVALUATION?

Performance Management is the annual process where you and your leader work together to create your development goals, discuss your performance, and build your plan for career success.

WHAT IS THE PROCESS?



- STEP 1: The process begins with your self evaluation.
- STEP 2: Your leader then reviews your self evaluation and evaluates your performance.
- STEP 3: You and your leader have a face-to-face meeting to discuss your ratings, goals and performance.
- STEP 4: You sign-off and submit your self evaluation.
- STEP 5: Your leader then signs-off and submits the performance evaluation.

Once you finish these 5 steps the performance evaluation process is complete.

WHAT'S NEW IN 2015?

Baptist Health will transition to a new online performance evaluation system as a part of the PeopleSoft initiative.

What You Need

TO KNOW

Core competencies will replace service standards in performance evaluations.

Performance will be rated 50% based on Essential Job Functions and 50% based on Core Competencies.

The rating scale will change from a 4-point scale to a 5-point scale.

TO DO

Have discussions with your leader to select the competencies you wish to develop.

Review your essential job functions and the ten core competencies.

Familiarize yourself with the new rating scale and understand what the ratings mean.

WHAT ARE THE BENEFITS?

- Allows your voice to be heard.
- Provides clear performance expectations.
- Improves open communication with your leader.
- Creates a sense of pride and passion in your career growth.
- Empowers you to plan your development and future success on the job.
- Establishes effective ways to reward your performance and achievement.

**STEPS IN THE
PERFORMANCE
EVALUATION
PROCESS?**





STEP 1 START WITH YOUR SELF EVALUATION

To access your online self-evaluation, click the link provided in the email that you receive from Talent Management prompting you to complete your ratings.

ADD **RATINGS** AND **COMMENTS**

Once you click the link provided in the email, login to PeopleSoft to access your self evaluation. When you open the self-evaluation, follow the instructions on the page to rate yourself on Essential Job Functions and Competencies. Provide comments for “4” and “5” ratings.

Please use the Self Evaluation Rating Tool with the Employee Core Competency Evaluation Guide to determine your self-evaluation ratings. Check out the Performance Management and Core Competencies section on the Human Resources Intranet Page to access these resources online.

Performance will be rated 50% based on Essential Job Functions and 50% based on Core Competencies as shown on the following rating scale.

10 Essential Job Functions	50% + 50%	10 Core Competencies
Rating Scale: 5 – Substantially Exceeds Expectations 4 – Exceeds Expectations 3 – Meets Expectations 2 – Minimally Meets Expectations 1 – Does Not Meet Expectations		Rating Scale: 5 – Towering Strength 4 – Talented 3 – Skilled 2 – Needs Improvement 1 – Career Staller / Unskilled

*Definitions of each rating are provided in the online self-evaluation.

ADD **DEVELOPMENT ACTIVITIES** AND **GOALS**

- Add development activities to your self evaluation and provide specific details. You can create an activity or select one from the “Development Catalog”.
- Your development activity will be added to your “Individual Development Plan” where you can document your goals and track your progress.
- You can attach examples of your work to support your ratings and show how you have demonstrated competencies on the job.

OVERALL PERFORMANCE RATING

- After you enter your ratings and development activities, you can view your overall performance rating. This rating is automatically calculated from your Essential Job Function and Competency ratings.
- Use the “My Additional Comments” field to enter accomplishments and any other details you wish to provide for your leader.

SUBMIT SELF EVALUATION

Once you complete all ratings and enter comments in your self evaluation page, click the “Submit” button.

STEP 2 LEADER EVALUATION



Once you submit your self evaluation, your leader will review it and provide their own ratings and comments of your performance. You can view their feedback in the “Leader’s Comments” field.

STEP 3 FACE-TO-FACE MEETING



- After your leader completes their evaluation of your performance, you’ll have a face-to-face meeting with your leader to discuss your ratings and development plan.
- Use the Conversation Guide, Step 2 from the Employee Core Competency intranet page.
 - *Discuss examples of competencies you demonstrated on the job.*
 - *Discuss self evaluation ratings and comments.*
 - *Discuss actions to leverage strengths.*
 - *Discuss opportunities to grow.*
 - *Discuss action plan for development.*



STEP 4 EMPLOYEE SIGN-OFF

- Once you complete your face-to-face meeting with your leader, the next step is to sign-off on your evaluation. To sign-off, read the Ethical Conduct/Compliance Acknowledgment section and enter your initials.
 - Click on “I Acknowledge Receipt of My Evaluation.”
 - Use the “Employee Final Comments” field to enter any last comments you wish to add.
 - To finish, click the “Acknowledge” button.



STEP 5 LEADER SIGN-OFF

After you sign and submit your performance evaluation, it is your leader's responsibility to sign off on your evaluation and submit their approval.



EVALUATION COMPLETED

- Once both you and your leader sign off on the performance evaluation, the process is completed.
- You will receive your merit data a week after your performance evaluation is completed. This allows the merit discussion to be separate from the performance conversation.
- Throughout the year you'll use the online system to enter your accomplishments and track your progress in achieving development goals.
- You will begin the self evaluation process again the following year during your annual performance evaluation cycle. Your evaluations will be processed in the system and stored in your file.

CHECK OUT THE HUMAN RESOURCES INTRANET PAGE FOR ADDITIONAL RESOURCES ON PERFORMANCE MANAGEMENT AND CORE COMPETENCIES.



**For more information, contact your
Human Resources Site Team.**

Baptist Health Enterprises
786-527-9424

Baptist Outpatient Services
786-527-9424

Baptist Health Medical Group
786-597-9203

Baptist Hospital of Miami
786-596-2321

Corporate
786-594-6558

Doctors Hospital
786-308-3210

Homestead Hospital
786-243-8507

Mariners Hospital
786-434-1117

South Miami Hospital
786-662-5145

West Kendall Baptist Hospital
786-467-2060

Baptist Health Foundation
786-467-5400