



HEKTOEN INSTITUTE

Performance Appraisal and Development (PAD) Program

Employee Name (Last, First, MI)

Employee ID#

Job Title and Class

Department

Division

BU#

_____ PLANNING DATE	_____ Employee's Signature	_____ Date
_____ MONITORING DATE	_____ Employee's Signature	_____ Date
_____ APPRAISAL DATE	_____ Employee's Signature	_____ Date

Supervisors' Title
Date

Last Name, First, Initial

Signature

Date

Reviewers' Title

Last Name, First, Initial

Signature

Date

The purpose of Hektoen Institute Performance Appraisal and Development (PAD) Program is to clarify employee job responsibilities and performance standards and provide direction for employee development and/or performance improvement.

The supervisor should complete Parts I and II at the beginning of the performance appraisal period. These sections should contain all of the employee's key job responsibilities/tasks and performance standards for each responsibility/task listed. Parts III, IV and V should be completed at the end of the performance period and discussed with the employee during the appraisal interview.

RATING SCALE

- 5 (94-100) SUPERIOR PERFORMANCE: Clearly exceeded standards
- 4 (86-93) EXCELLENT PERFORMANCE: Consistently met standards; often exceeding
- 3 (76-85) GOOD PERFORMANCE: Consistently met standards
- 2 (70-75) ACCEPTABLE PERFORMANCE: Partially met standards; inconsistent at times
- 1 (00-69) UNSATISFACTORY PERFORMANCE: Seriously deficient in meeting standards

PART 1

PART 11

PART 111

JOB RESPONSIBILITIES/TASKS

PERFORMANCE STANDARDS

RATINGS

Job factor A: JOB SKILLS AND TECHNIQUES

PAD Scale
Mean/Avg

Responsibility/Task	Standard	Rating (1-5)
1.	1.	
2.	2.	
3.	3.	
4.	4.	

Job Factor B: WORK HABITS

PAD Scale
Mean/Avg

Responsibility/Task	Standard	Rating (1-5)
1.	1.	
2.	2.	
3.	3.	
4.	4.	

PART 1

PART 11

PART 111

JOB RESPONSIBILITIES/TASKS

PERFOMANCE STANDARDS

RATINGS

Job factor A: QUALITY OF WORK

PAD Scale
Mean/Avg

Responsibility/Task	Standard	Rating (1-5)
1.	1.	
2.	2.	
3.	3.	
4.	4.	

Job Factor B: QUANTITY OF WORK

PAD Scale
Mean/Avg

Responsibility/Task	Standard	Rating (1-5)
1.	1.	
2.	2.	
3.	3.	
4.	4.	

PART 1

PART 11

PART 111

JOB RESPONSIBILITIES/TASKS

PERFOMANCE STANDARDS

RATINGS

Job factor A: ABILITY TO WORK WITH OTHERS

PAD Scale
Mean/Avg

Responsibility/Task	Standard	Rating (1-5)
1.	1.	
2.	2.	
3.		
4.	4.	

PART 1V

OVERALL JOB FACTOR RATING

Job factor	PAD Scale Mean/Average	Hektoen Job Factor Rating Scale				
		SUPERIOR	EXCELLENT	GOOD	ACCEPTABLE	UNSATISFACTORY
A. Job skills and Techniques						
B. Work Habits						
C. Quality of Work						
D. Quantity of Work						
E. Ability to Work with Others						

PART V

DEVELOPMENT STRATEGY

EMPLOYEE COMMENTS

Part V: Critical Knowledge, Skills, Abilities and Equipment.

If the employee has regular clinical contact, check the specific patient age group (s) that applies:

_____	0-18 Mos.	_____	13-18 Yrs.
_____	18 Mos. -3 Yrs	_____	9-25 Yrs.
_____	3-5 Yrs.	_____	26-65 Yrs
_____	6-12 Yrs.	_____	66 Yrs./Older

List the Critical Knowledge, Skills, Abilities and/or Equipment that the employee must demonstrate in order to be competent and/or serve the specified patient age group (s)

Age Group (s)	Equipment/Knowledge/ Skills/Abilities	Standard	Rating ((1-3)

Average Rating _____

RATING KEY: 3 = Exceeds; 2 = Meets L = Does Not Meet