

CHIEF OF STAFF PERFORMANCE EVALUATION



<u>You are</u>	<u>Explanation of Rating</u>				
● Board & External Relations	1 Exceeds Expectations	2 Meets Expectations	3 Needs Improvement	4 Does Not Meet Expectations	N/A Not applicable or unable to answer
● Medical Staff					
● Administration & Staff					
● Other					

LEADERSHIP	<i>Please select & circle an option</i>	COMMENTS
1. Demonstrates the ability to work effectively as part of a team.	1 2 3 4 N/A	
2. Facilitates and/or leads teams to achieve goals and objectives.	1 2 3 4 N/A	
3. Anticipates and deals with diverse human behaviour, adapting leadership types to the situation.	1 2 3 4 N/A	
4. Handles sensitive issues and situations with tact and diplomacy.	1 2 3 4 N/A	
5. Functions effectively within stressful situations.	1 2 3 4 N/A	
6. Helps others to cope with stressful situations.	1 2 3 4 N/A	
7. Demonstrates commitment to organizational goals.	1 2 3 4 N/A	

COMMUNICATION	<i>Please select & circle an option</i>	COMMENTS
8. Speaks articulately when communicating with others.	1 2 3 4 N/A	
9. Develops and uses effective communication strategies.	1 2 3 4 N/A	
10. Listens and observes the direct and indirect messages of what is "said" and "not said" including reading body language.	1 2 3 4 N/A	
11. Actively pursues learning through informal and formal means such as courses, discussion groups, and independent reading.	1 2 3 4 N/A	
12. Keeps informed of the current professional research and trends relevant to the job.	1 2 3 4 N/A	
13. Effectively coaches others through individual instruction, sharing innovative ideas and literature.	1 2 3 4 N/A	
14. Promotes and encourages awareness of medical issues.	1 2 3 4 N/A	

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● Administration & Staff			
● Other			
15. Conveys a positive image of self and organization to the community and consumers.	1 2 3 4 N/A		
16. Builds and nurtures good relations with internal and external communities.	1 2 3 4 N/A		
17. Understands current and emerging consumer/community need.	1 2 3 4 N/A		
18. Understands and appreciates the value of dealing with a diverse community and acts accordingly.	1 2 3 4 N/A		
POLITICAL AND HEALTH ENVIRONMENT AWARENESS			
<i>Please select & circle an option</i>		COMMENTS	
19. Builds and nurtures cooperative working relationships with individuals and other health service organizations.	1 2 3 4 N/A		
20. Monitors and tracks trends and issues in the health environment.	1 2 3 4 N/A		
RESULTS MANAGEMENT			
<i>Please select & circle an option</i>		COMMENTS	
21. Effectively establishes objectives for self, sets priorities and allocates time to attain objectives.	1 2 3 4 N/A		
22. Develops/facilitates integrated plans (eg: strategic, operational and/or other plans).	1 2 3 4 N/A		
23. Accepts responsibility for assigned objectives.	1 2 3 4 N/A		
24. Involves stakeholders (staff, consumers and/or community) in providing feedback on services.	1 2 3 4 N/A		
25. Uses feedback from stakeholders to continuously improve service delivery.	1 2 3 4 N/A		

General Comments: _____

Signature (optional): _____

Reconfirmed by Board of Directors April 2014 – Rating System updated Nov 2014