

**HACKETTSTOWN MEDICAL CENTER
PHYSICAL/OCCUPATIONAL THERAPY PROCEDURE MANUAL
EVALUATION FACTORS**

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PURPOSE

To develop a **performance dialogue process (PDP)** to enable leaders to conduct effective conversations with employees that lead to positive change in both business results and employee behaviors.

To complete required annual employee evaluation. Each employee will be reviewed, using the **performance dialogue tool** for their specific job description.

Section 1: Competency/Mandatory Training

Section 2: Job Description

Section 3: Organizational Values (RISES)

Section 4: Goals/Performance Outcomes and My Commitments

The annual performance review is a summary of performance dialogue for the year. Regular dialogue notes regarding activities and accomplishments of an individual are to be recorded in the employee file throughout the year. At time of annual review, the evaluator and individual discuss annual and mandatory competency completion; organizational values including the customer feedback compilation; the performance outcomes regarding the specific expected performance standards; and the individual's performance regarding the previous year's commitments. The commitments for the next year are also planned at this time and documented.

At any time, employees who do not meet the expected performance outcomes will be placed on an Employee Improvement Plan with agreement for plan and time to achieve progress.