

# Instructions for Performance Appraisals

## Purpose:

The purposes of an appraisal are to make every auxiliary aware of her/his progress, to clarify performance problems, and to stimulate further development and contribution to the office.

The appraisal will:

- Clarify the auxiliary's role and expectations.
- Establish standards and criteria for evaluation, describing outstanding, good, satisfactory and poor performance.
- List the individual's strengths that add to results and, therefore, to total quality care and service for patients.
- Name specific actions the individual must take to improve work performance.
- Appraisals should be done at the end of the training period and at least annually thereafter. **While performance appraisals and salary reviews should be separate discussions at different times, performance definitely affects salary.**

## Instructions:

1. Set the date for the meeting.
2. Five to seven days before the appraisal, the auxiliary should receive an appraisal form to be completed as a self-appraisal and returned to the appraiser at least two days prior to the meeting.
3. The descriptive comments on the appraisal form are guides and should not limit remarks.
4. Length of experience in the role should be considered.
5. Support every evaluation with specific examples.
6. The finished appraisal, including plans for improvement, should be reviewed as a summary at the end of the appraisal meeting, with appraisee and appraiser signing the written appraisal form. The appraisal is then filed in that auxiliary's personnel file.