90-DAY NEW EMPLOYEE/TRANSFER/PROMOTION - EXPECTED BEHAVIORS REVIEW

Manager First Name: [ ] Manager Last Name: [ ] CSU/Department: [ ]
Employee First Name: [ ] Employee Last Name: [ ] Unique ID: [ ]
CSD: ____/____/____ Position Title: [ ]

The employee’s manager is asked to complete this written evaluation prior to the conclusion of the ninety (90) day Orientation & Evaluation Period and place in the employee's file. **This form is to be utilized by the manager to review the new employee's introductory period as it relates to the employee's expected behaviors.** The manager is to utilize their own department form to review role competencies. Next to each factor are examples of behaviors that would describe performance at the *MEETS* level. If the behavior has yet to be observed, please select NOT OBSERVED. Please keep in mind, however, to observe the behavior prior to the completion of the 90 day period.

**EMPLOYEE REVIEW**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Employee Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. What part of your job do you find most rewarding?</td>
<td></td>
</tr>
<tr>
<td>B. Does this job meet your initial expectations?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>C. Are you feeling supported by your team?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>D. What has been the most challenging part of this job?</td>
<td></td>
</tr>
<tr>
<td>E. Do you feel that you are getting the information and experiences you need to perform your job?</td>
<td></td>
</tr>
<tr>
<td>F. Has there been anyone that has been especially helpful to you during your first ninety (90) days?</td>
<td></td>
</tr>
<tr>
<td>G. What could we be doing for you now to integrate you into the team that we are not currently doing?</td>
<td></td>
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</tbody>
</table>

**MANAGER REVIEW**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Examples of FULLY ACHIEVES Performance Levels</th>
<th>Enter Factor Rating</th>
</tr>
</thead>
</table>
| A. Availability | • Reports to work on time as scheduled.  
• Understands own role, appreciates what others do, and supports the team through good attendance | Meets [ ] Does Not Meet [ ] Not Observed [ ] |
| B. Excellence | • Acts and makes decisions in the best interests of patients and their loved ones, and willingly accepts accountability for outcomes.  
• Improves performance that enhances patient care and advances individual, team, and organizational goals.  
• Effectively uses DUH resources (time, budget and property) to support optimal patient care and operational performance while adhering to organizational policies and procedures.  
• Seeks opportunities to improve service provided to patients and their loved ones related to clinical care and support. | Meets [ ] Does Not Meet [ ] Not Observed [ ] |
| C. Teamwork | • Willingly shares expertise and information with others to improve patient care, unit or departmental performance without compromising individual responsibilities.  
• Celebrates the accomplishments of others in making a difference in the lives of patients and the success of the organization.  
• Takes ownership of decisions made by specific patient care or project teams, and team leaders, and the individual role needed to support them.  
• Manages multiple demands while maintaining quality and courtesy; acknowledges and resolves patient or visitor issues. | Meets [ ] Does Not Meet [ ] Not Observed [ ] |
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**CSD:** __/__/____

**Position Title:**

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### D. Integrity

- Is truthful and honest with patients, their loved ones, and co-workers, and consistently exhibits actions that reflect our values.
- Is accountable for actions and decisions involving patient care or other operational activities, and strives to learn and improve from experience.
- Follows through on commitments made to patients, visitors, co-workers and others.
- Conducts work positively while doing so in full compliance with all organizational policies, procedures, expectations and patient-centered values.

### E. Safety

- Strictly adheres to all established patient, staff and faculty safety procedures
- Contributes to an environment of safety and security for patients and staff through individual actions.
- Discusses factors in the system that seem to contribute to errors or risky situations. Offers ideas about solving.
- Speaks up when safety concerns exist. Discusses barriers to speaking up.
- Speaks up about all risk of harm; reports patient, staff safety or injury events within twenty-four hours of incident or awareness of incident.
- Actively participates in all mandatory patient and staff safety training.

### F. Diversity

- Applies cultural understandings and sensitivities to enhance patient care, and improves interactions with people of diverse backgrounds
- Treats all individuals - patients, visitors and co-workers -- with courtesy, dignity, and respect
- Contributes to a work environment that is welcoming to all -- whether patients, visitors, staff, or faculty
- Demonstrates a sensitivity and awareness of the needs of a diverse workforce and patient population

**□ I recommend this employee become a regular staff member**

**□ I recommend extending the staff member’s orientation and evaluation period for 30 calendar days.**

The following performance criteria must be met by this date.

1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________

**□ I recommend this staff be discharged before the conclusion of the orientation and evaluation period for the following reasons:**
1. 
2. 
3. 

I have contacted the entity/department HR Representative and Staff and Labor Relations to discuss and review this decision prior to expiration of the 90 day period.

**□ The staff member resigned before completion of the orientation and evaluation period.**

**DATE OF RESIGNATION:** __/__/____

**RESIGNATION NOTICE ATTACHED □**

**Manager’s Signature:** __DATE__

**Employee’s Signature:** __DATE__