



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: PERFORMANCE EVALUATIONS

Policy No.: A397

Effective Date: 02/1999

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Purpose: To define the mechanism by which staff performance is assessed using the annual performance evaluation (PE).

Policies:

1. Performance evaluations are based on the job responsibilities/duties/criteria within the job description.
2. Performance evaluations are the responsibility of the immediate supervisor and are performed at least once each a year and for probationary employees by the end of the specified probationary period.
3. Managers and supervisors shall refer to DHS Human Resources Procedure 780.000 for additional information on the performance evaluation process.

Procedural Steps:

- I. Prior to the annual evaluation date, the employee's supervisor will initiate the evaluation by:
 - A. Requesting the employee to:
 - Complete a self-appraisal which includes performance and educational goals for the upcoming rating period.
 - Update the education file (includes internal and outside continuing education).
 - Verify current licensure/certification
 - Update the current database demographics
 - Validate completion of required general and unit-based competencies specific to the position held
 - Read and sign "Agreement of Understanding"
 - B. Reviewing the employee's:
 - Attendance record
 - Personnel file
 - Education/credentials file
 - C. Completing the addendum and the criteria-based PE appropriate for the employee, incorporating input from the employee, colleagues, and interdisciplinary peers.
 - D. Presenting completed PE for review by the next administrative level before presentation to the employee.
- II. On the day of the annual evaluation is provided, the supervisor will:
 - A. Meet with the employee to present and discuss the evaluation at least two weeks prior to the end of the evaluation rating period. This discussion includes performance and educational goals for the coming rating period.
 - B. Following final presentation, the Original PE is sent to Human Resources for processing. Place a copy in the employee's area file and provide a copy to the employee (paper form PE).
Scan and send the Rating Summary Page to Nursing Administration.

- III. Procedure steps for completing electronic performance evaluation
- a. Employee will acknowledge the performance work plan by logging in to the performance.net in the beginning of his/her rating period.
Key point: Employee shall input notes and performance development goals in the work plan.
 - b. Manager/ supervisor will be notified of the performance evaluation due date electronically once the work plan is completed by the employee.
 - c. Once the electronic evaluation is signed by the rater, reviewer (if required), and department head, the rater will discuss the evaluation with the employee and the employee will acknowledge the evaluation in the performance.net.
 - d. employee will complete the performance evaluation attachments before closing the evaluation, which includes the Agreement of Understanding, License and certifications, Competency check list, and annual physical clearance.
 - e. Manager/ supervisor will ensure that the PE attachment is send to Human Resource Office for processing.

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References:

DHS Policy 780.00 (1/15/2010)

HR Operational Procedures 780.000 (07/15/2010)

The Joint Commission (TJC) Standards (Management of Human Resources) 2017, HR.01.07.01

Applicable Memorandum of Understanding (MOU)

DHS Employee Evaluation and Discipline Guidelines, 04/15/2021

02/99 – Revised
05/01 – Reviewed
03/04 – Revised
04/08 – Revised
12/11 – Revised
03/12 – Revised
01/15 – Revised
01/18 – Revised
06/22 – Revised