

**SOUTHWEST BAPTIST UNIVERSITY**  
**PERFORMANCE REVIEW**

**Job Title:** Part-Time Assistant Athletic Trainer/Clinical Instructor

**Employee Name:** \_\_\_\_\_ **Appraisal Period:** From \_\_\_\_\_ To \_\_\_\_\_

*Circle the Rating which best describes the overall performance of each work function as described on the employee's job description. Provide specific examples for support/clarification of rating when necessary.*

**Rating Scale:**

- NA Too soon to evaluate or Not Applicable- Performing present job or specific responsibility for too short a time or not applicable in this period of evaluation.
- 1 Unacceptable/Deficient - Employee performs below what is expected. Occasionally meets established standards. Seldom exceeds desired results, often falls short of desired results. Performance must be improved.
- 2 Marginal - Employee is hesitant or reluctant to complete task or objective when prompted by supervisor. Inconsistently generates desired results and seldom exceeds desired results.
- 3 Competent - Requires reminders, but willing to complete task or objective. Employee generates desired results and occasionally exceeds desired results.
- 4 Commendable/Good - Employee consistently generates results above those expected. Often exceeds established standards. Periods of self initiation, requiring little reminders to complete task or objective.
- 5 Exceptional/Superior - Employee performance represents unusually high level of excellence. Consistently generates results above those expected with little direction. Usually exceeds expected standards. Self initiation, needing no reminders to complete task or objective.

**I. Part-Time Assistant AT Essential Functions****Rating****Comments**

	NA	1	2	3	4	5	
Provides athletic training services to sports as assigned by the Head AT or Director of Sports Medicine/Department Chair of AT.	NA	1	2	3	4	5	
Assist in the application of PPE's	NA	1	2	3	4	5	
Adheres to emergency action plan	NA	1	2	3	4	5	
Prepares and maintains an athletic training kit for assigned teams (insurance information and appropriate supplies)	NA	1	2	3	4	5	
Assists in the coordination of care (transportation to appts.) as assigned by the Head AT.	NA	1	2	3	4	5	
Referring athlete with appropriate information. (Primary and Secondary Insurance Information, HIPAAA release forms, injury reports, rehab records)	NA	1	2	3	4	5	
Fulfills secondary insurance responsibility (as per Head AT)	NA	1	2	3	4	5	
Documentation – follows proper documentation of athletic injuries, rehab and treatment records, med logs, etc.)	NA	1	2	3	4	5	
Communicates regularly with Head AT and Assistant AT's regarding treatment and care of athletes. (Must know Full-Time AT's Sport Assignments)	NA	1	2	3	4	5	
Develops Rapport and Trust with Coaches	NA	1	2	3	4	5	
Responsible for preparation, deliver, and retrieval of ice and water to all out-of-season and transitional season sports (Under Direction of the Head AT)	NA	1	2	3	4	5	
Professionalism (office space, appearance, communication, etc.)	NA	1	2	3	4	5	
Assists and directs in the daily cleaning of the Athletic Training Room (keeps free from clutter, disinfect tables, disinfect equipment, vacuuming)	NA	1	2	3	4	5	
Performs all other duties as assigned by the Head Athletic Trainer or Director of Sports Medicine/Department Chair of AT	NA	1	2	3	4	5	

**I. CI Essential Functions****Rating****Comments**

	NA	1	2	3	4	5	
Administers appropriate clinical supervision as it applies to the CAATE accreditation standards, and the <i>Policy and Procedure Manual</i> in the Department of Athletic Training.	NA	1	2	3	4	5	
Ensure the mission of the University is incorporated into the activities under the direction of the Department Chair of Athletic Training	NA	1	2	3	4	5	
Adherence to Faculty Handbook	NA	1	2	3	4	5	
Adherence to AT Department's P&P's	NA	1	2	3	4	5	
Provides feedback to ATS in a constructive manner	NA	1	2	3	4	5	
Encourages ATS	NA	1	2	3	4	5	
Other assigned academic duties	NA	1	2	3	4	5	

**III. Overall Essential Functions****Rating****Comments**

	NA	1	2	3	4	5	
Practices Legal and Ethical Behavior	NA	1	2	3	4	5	
Effective supervisory skills	NA	1	2	3	4	5	
Cooperation/adaptability	NA	1	2	3	4	5	
Clinical competence	NA	1	2	3	4	5	
Administrative skills	NA	1	2	3	4	5	
Positive attitude	NA	1	2	3	4	5	
Accepts constructive criticism	NA	1	2	3	4	5	
Availability/Approachability	NA	1	2	3	4	5	
Teachability	NA	1	2	3	4	5	
Tactfulness with receiving and giving admonition (correction, reproof or advice)	NA	1	2	3	4	5	

**IV. Standards of Performance****Rating****Comments**

<b>Job Knowledge:</b> Demonstrates competence to perform job, gathers background information, identifies priorities, establishes realistic schedules, meets deadlines, uses relevant information for decision making and solving problems	NA	1	2	3	4	5	
<b>Responsibility:</b> Accepts responsibility for all job duties and for problems on the job, works to solve problems, inspires teamwork, confidence, and good morale	NA	1	2	3	4	5	
<b>Customer Service Orientation:</b> willingly responds to the needs of people being serviced, develops and maintains effective working relationships with staff, faculty, and students	NA	1	2	3	4	5	
<b>Organizational Skills:</b> organizes activities to ensure proper completion of duties in timely manner with effective outcomes, looks for more efficient and more cost-effective ways of performing tasks, documents appropriately	NA	1	2	3	4	5	
<b>Initiative:</b> Voluntarily takes on tasks or responsibilities, actively seeks out ways in which to contribute	NA	1	2	3	4	5	
<b>Judgment:</b> Ability to identify problems, exhibits awareness of department objectives and procedures, recognizes and responds successfully to crisis situations	NA	1	2	3	4	5	
<b>Communication:</b> displays effective communication skills both verbally and in writing	NA	1	2	3	4	5	
<b>Time Management:</b> accomplishes objectives through effective use of time, focuses attention and energies on high priorities and objectives	NA	1	2	3	4	5	
<b>Job Related Areas:</b> Reports to work as scheduled and on time, dresses appropriately, respects SBU property	NA	1	2	3	4	5	

**VI. Mutually Set Objectives for Next Appraisal Period**

Objective	Steps Required	Date to Be Completed

**V. Prior Period Objectives**

*Identify objectives established for prior appraisal and indicate results achieved.*

Objective	Date to Be Completed	Results Achieved

**VII. Overall Performance**

*Average Sections I, II, III, and IV on these ratings give the employee an "overall" job performance rating. Use comment section for support and clarification as necessary.*

	Overall Rating
I. Part-Time Assistant AT Essential Functions	
II. CI Essential Functions	
III. Overall Essential Functions	
IV. Standards of Performance	
V. Prior Period Objectives	
VI. Mutually Set Objectives	
VII. Overall Performance	

**Comments:**

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Employee Signature

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Date

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Director of Sports Medicine/Department Chair of AT Signature

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Date