

SOUTHWEST BAPTIST UNIVERSITY
PERFORMANCE REVIEW

Job Title: Clinical Coordinator

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.

II. 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 | |

III. Standards of Performance**Rating****Comments**

| | NA | 1 | 2 | 3 | 4 | 5 | |
|---|----|---|---|---|---|---|--|
| Job Knowledge: 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 | |
| Responsibility: 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 | |
| Customer Service Orientation: 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 | |
| Organizational Skills: 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 | |
| Initiative: Voluntarily takes on tasks or responsibilities, actively seeks out ways in which to contribute | NA | 1 | 2 | 3 | 4 | 5 | |
| Judgment: Ability to identify problems, exhibits awareness of department objectives and procedures, recognizes and responds successfully to crisis situations | NA | 1 | 2 | 3 | 4 | 5 | |
| Communication: displays effective communication skills both verbally and in writing | NA | 1 | 2 | 3 | 4 | 5 | |
| Time Management: accomplishes objectives through effective use of time, focuses attention and energies on high priorities and objectives | NA | 1 | 2 | 3 | 4 | 5 | |
| Job Related Areas: Reports to work as scheduled and on time, dresses appropriately, respects SBU property | NA | 1 | 2 | 3 | 4 | 5 | |

IV. 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 |
|-----------|----------------------|------------------|
| | | |
| | | |
| | | |

VI. 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.

| | Department Chair Overall Rating |
|---|---------------------------------|
| I. Clinical Coordinator Essential Functions | |
| II. Overall Essential Functions | |
| III. Standards of Performance | |
| IV. Prior Period Objectives | |
| V. Mutually Set Objectives | |
| VI. Overall Performance | |

Comments:

Employee Signature

Date

Director of Sports Medicine/Department Chair of AT Signature

Date