

**PATTON – FULLER COMMUNITY HOSPITAL
EMPLOYEE EVALUATION FORM**

Check one

- 90 Day
 Six Months
 Annual 1998
 Promotion

Department: Security

Employee Name: Alva Branham

Job Title: Security Officer

GENERAL EVALUATION

Rate (1-3) 1=Unacceptable 2=Acceptable 3=Exceptional

A rating of 1 or 3 must have a comment

1. **Attendance:** 1
Missed a lot of work this past year due to illness.
2. **Grooming:** 2
3. **Attitude:** 2
4. **Dependability:** 2

JOB SPECIFIC EVALUATION

Rate the essential functions of the job utilizing the Job Description. Identify each essential function and provide a rating of 1, 2, or 3

1= Unacceptable 2= Acceptable 3=Exceptional

Provide examples to justify a rating of 1 or 3. Provide appropriate guidance to the employee for improvement

1. **Routine patrol of assigned areas of the hospital in order to enforce the hospital's security rules.**
Rating: 2
2. **Maintain as security watch by viewing and operating the Central Monitoring Surveillance System.**
Rating: 2

3. **Maintain radio communication with the Central Office and other security officers to assure a coordinated approach to monitoring the safety of property and persons.**
Rating: 2
4. **Assure that authorized personnel are in appropriate areas by observing ID badges.**
Rating: 2
5. **Provide traffic control in times of disasters both internal and external in nature.**
Rating: N/A
6. **Prepare reports of incidents involving lost or stolen items for patients, visitors and staff.**
Rating: 2
7. **Obtain patient valuables and store appropriately, retrieve when patients are discharged.**
Rating: 1
Failed to properly store a patient's valuables resulting in a filed claim.
8. **Patrol parking areas and control traffic as needed.**
Rating: 2
9. **Respond to all CODES and provide assistance as needed.**
Rating: 2
10. **Assist as needed in occurrences of a MR. STRONG.**
Rating: 2
11. **Escort personnel to and from their vehicles as requested.**
Rating: 2
12. **Respond to staff panic button calls and take appropriate action.**
Rating: N/A

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: **1.85**

Merit increases will be awarded as follows for 12 month annual evaluations:

No merits are given for 90 day or 6 months.

Promotion evaluations are for the personnel file only

- Average score of 3 = 5% increase
- Average score of 2 = 3% increase
- Average score of 1 = 0% increase

An average score of 1 will require a written plan for improvement in consultation with Human Resources and another evaluation in 3 months.

Recommended merit increase for this evaluation period: 2%

Evaluator Signature and Date:

Employee Signature and Date:

Dana Sands Apr. 10, 1998
Manager of Security

Alva Branham 4 - 10 - 98