

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

*Check one*

- 90 Day
- Six Months
- Annual 2003
- 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:** 2
- 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: 2
- 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: 2
- 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: **2.0**

**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: 3%**

**Evaluator Signature and Date:**

**Employee Signature and Date:**

Dana Sands April 14, 2003  
Manager of Security

Alva Branham 4 - 14 - 03