

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

Check one

- 90 Day
 Six Months
 Annual 2005
 Promotion

Department: Environmental Services

Employee Name: Missy Brotherton

Job Title: Director of Environmental Services

GENERAL EVALUATION

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

A rating of 1 or 3 must have a comment

1. **Attendance:** 3
Comment: You spend time above and beyond by making rounds on the evening and night shifts and letting your employees know that you are here for them.

2. **Grooming:** 3
Comment: Always neat and professional.

3. **Attitude:** 3
Comment: Always has a positive attitude.

4. **Dependability:** 3
Comment: It has been a pleasure having you as part of our team. You are truly a team player as evidenced by your support not only for your department, but for other hospital areas.

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. Provides the department with direction and leadership in day-to-day operations.**
Rating: 2
- 2. Provides department long range planning.**
Rating: 2
- 3. Approves all hires and terminations, works to improve employee retention.**
Rating: 3
Comment: You have improved the retention rate for your department by 35% in a 12-month period.
- 4. Develops annual budget and monitors adherence.**
Rating: 3
Comment: You have maintained your department operational spending within the budget guidelines at a 2% savings over budget projections.
- 5. Keeps the Executive Management team current.**
Rating: 2
- 6. Participates on hospital committees as assigned..**
Rating: 2
- 7. Assures that department policies and procedures are kept current.**
Rating: 2.5
- 8. Assures that department operates at levels identified by accrediting.**
Rating: 2
- 9. Abides by personnel labor laws and HR policies and procedures.**
Rating: 2
- 10. Reviews scheduling and staffing ratios to meet the patient volumes and demands.**
Rating: 2

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: **2.46**

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: 4%

Evaluator Signature and Date:

Zachary Heimerl August 19, 2005

Manager of Security

Employee Signature and Date:

Missy Brotherton 8-19-05