

Performance Rating System Definitions:

0: Unsatisfactory-Performance falls below expected levels. Performance is not at executive director's expectations. Individual unable and/or unwilling to meet job expectations. Improvement must be made in order to meet full expectations of the job. Performance requires an immediate action plan.

1: Needs improvement-Occasionally inconsistent or unreliable performance. The employee may have a basic understanding of the job responsibilities, but is unable to perform this standard without additional assistance, monitoring, or training. Performance is acceptable some the time, and further improvement is needed.

2: Meets Standards-Successful level of performance as expected. The employee at this level has a complete understanding of the position, requires minimal supervision and consistently performs all aspects of the job responsibilities.

3: Commendable-Performance is consistently above and beyond all expectations. The employee is continually working on personal development and achieves personal goals. Relates well to all kinds of people and builds constructive and effective relationships and is seen as a role model to co-workers.

4: Outstanding-Highest level of observed performance marked by extraordinary achievements when compared to expected performance. Performance at this level substantially exceeds all aspects of the job responsibilities. Eliminates roadblocks, creates focus, and makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment. The employee acts as a resource for all staff in originating new ways of doing things and uses this influence to guide the work group to levels that otherwise would not be reached.

*** 1. LEADERSHIP**

Unsatisfactory Needs Improvement Meets Standards Commendable Outstanding

Organizes all THC meetings including the Board and Finance Committees as a non-voting member.

Responsive to all operational and financial issues that may impact THC and its members.

Identifies opportunities for THC and its members.

Defines appropriate staffing levels for THC services and operations.

Effectively develops, manages, and reports on progress as defined by the THC Strategic Plan.

Identifies necessary infrastructure for THC including equipment, information systems, and facilities.

Additional Comments:

*** 2. PARTNERSHIPS**

	Unsatisfactory	Needs Improvement	Meets Standards	Commendable	Outstanding
Works with legal counsel as necessary to support THC and its members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops and maintains relationships with THC members to support and meet needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates trends in health care to membership and develops positions as appropriate with Board.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains local, regional, state, and national relationships in an effort to further THC.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides technical assistance services as requested by membership.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments:

*** 3. FINANCIAL MANAGEMENT**

	Unsatisfactory	Needs Improvement	Meets Standards	Commendable	Outstanding
Coordinates annual audit and report of THC financial position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops strategic and business plans for identified services of THC.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Determines capital and operating budget requirements for THC and THC programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Submits grant applications and monitors progress toward stated grant program goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reports operational and financial position of THC to Board of Directors monthly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments:

*** 4. BUSINESS DEVELOPMENT**

Unsatisfactory Needs Improvement Meets Standards Commendable Outstanding

Provides effective direction for the implementation of THC programs and services.

Works with peer network chairs to develop agendas focused on education and best practices.

Leads process for identification and development of programs and services for members.

Develops educational programming for THC members and staff.

Additional Comments:

*** 5. PERSONAL DEVELOPMENT**

	Unsatisfactory	Needs Improvement	Meets Standards	Commendable	Outstanding
Commits to personal skill development in an effort to grow as a leader and resource.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Achieves THC goals as defined by the board.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adapts to changing environments positively and professionally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adheres to THC standards of professionalism and timely response to membership.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adheres to THC values of collaboration, commitment, respect, and excellence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments:

*** 6. MERIT INCREASE:**

Does | | deserve a merit increase? Please indicate a percentage increase you believe is deserved.