

Performance Appraisal and Continuous Learning Review



Current Review Date: _____

Last Review Date: _____

Employee Name: _____

Review Period: _____

Review by: _____

Personal Learning Plan Review

Please refer to the goals that the employee set up from the self-reflection in the last review.

This section provides an opportunity for the employee and his/her supervisor to discuss the progress and result of the personal goals set forward from the review. Employees and the direct supervisor can then identify achievement, celebrate success, and develop the next goal for the coming year. Goal/Key achievement area # 1

- Goal/Key achievement area # 1

Description
Intended Outcome
Current status

- Goal/Key achievement area # 2

Description
Intended Outcome
Current status

- The organizational initiative championed in this review period:

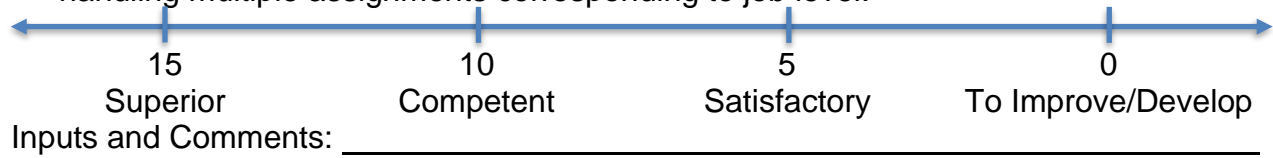
--

- Attendance record this review period:

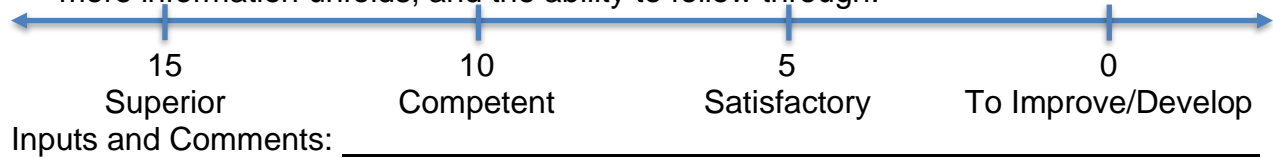
--

General Professional and Technical Skills

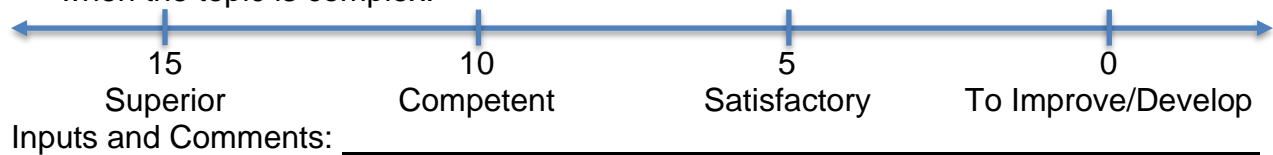
A. **Accuracy and Productivity:** The ability to organize and carry out the assignments without errors. Ability to finish large amount of work with quality. Skills in handling multiple assignments corresponding to job level.



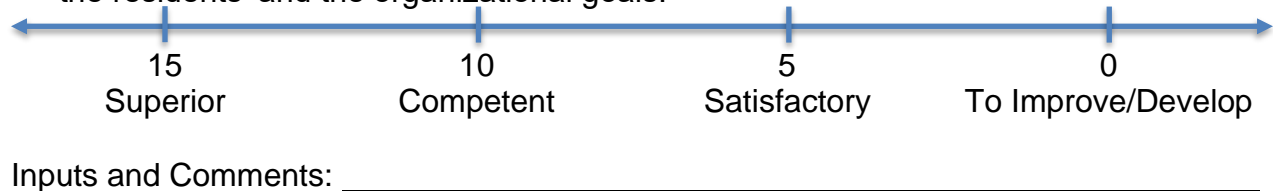
B. **Problem Solving and Effective Results:** The ability to develop practical solutions in alignment with the organizational goals & resident's wellbeing, make adjustments as more information unfolds, and the ability to follow through.



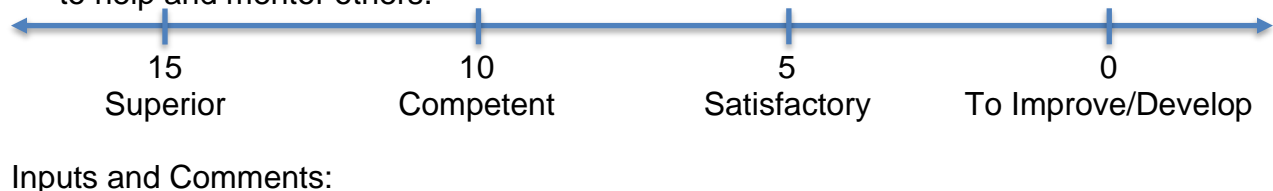
C. **Decision Making:** ability to make the decision within scope and make reasonable decisions. Consistency in drawing reference from established policies and procedures to inform decisions. Ability to gather information to facilitate the decisions required when the topic is complex.



D. **Time Management:** The ability to prioritize according to residents' needs and organizational goals. Take responsibility to plan and maximize the time to achieve the residents' and the organizational goals.



E. **Team Skills:** including the ability to work effectively with others to achieve results, communicate and exchange work information to the team, facilitate team work, willing to help and mentor others.

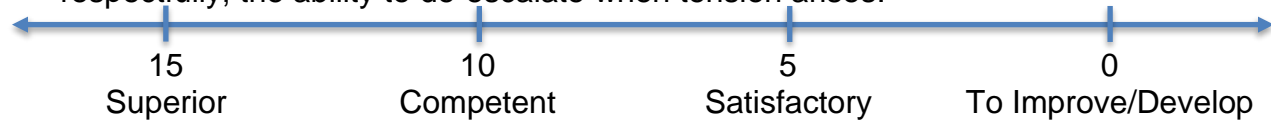


F. **Inter-professional Relationship:** the ability to maintain a constructive work relationship with team members of different disciplines, facilitate collaboration, appreciate diverse perspectives and for the best benefits of the residents and Villa Cathay.



Inputs and Comments: _____

G. **Communication and Conflict Resolution:** the ability to engage in constructive communication, actively listening, and skills in expressing different opinions respectfully, the ability to de-escalate when tension arises.



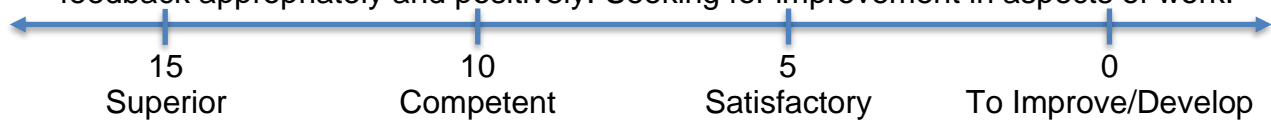
Inputs and Comments: _____

H. **Learning and Professional Development:** the willingness and ability to learn, update and upgrade skills to enhance and excel work performance professional capacity, including the active participation in various huddle and in-service, attempts to put evidenced practice and learning into action, openness to innovative practices, and learning from experiences.



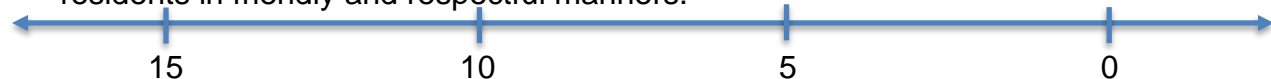
Inputs and Comments: _____

I. **Professionalism:** Demonstrating professional standards, adaptability and flexibility, professional demeanors interacting with residents, families, and coworkers, seek feedback appropriately and positively. Seeking for improvement in aspects of work.



Inputs and Comments: _____

J. **Relationship with Residents:** demonstrated efforts to know the residents' lifestyle wishes, and references, incorporate residents' wishes in the care plan, interact with residents in friendly and respectful manners.



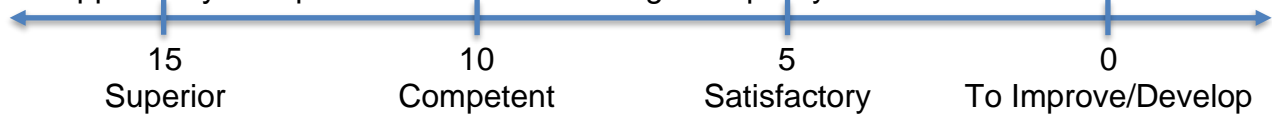
Superior Competent Satisfactory To Improve/Develop
 Inputs and Comments: _____

K. Positive Response to resident/family request: Ability to provide positive response and introduce options, able to validate feeling before applying reorientation, actively greeting residents and create a friendly and warm care environment.



Inputs and Comments: _____

L. Observation and Critical Thinking Skills: the ability to identify changes in residents, alert the team, and initiate further care assessment to detect early signs of decline or opportunity to improve residents' wellbeing and quality of life.



Inputs and Comments: _____

Summary of Overall Performance

<input type="checkbox"/> Superior (145-180)	<input type="checkbox"/> Competent (101-145)	<input type="checkbox"/> Average (61-100)	<input type="checkbox"/> Developing (lower than 60)
<input type="checkbox"/> Rating Not Assigned – Please indicate reasons why no rating has been assigned.			

Summary and Additional Comment:

Employee's inputs to this review:

Employee Name:	Signature:

Reviewer Name:	Signature:
Date of Next Review:	