



KentuckyOne Health®

July 10, 2014

Employee Performance Evaluation
Questions and Answers for Leaders
(*not for distribution*)

1. When is the evaluation period for KentuckyOne?

This evaluation period runs July 1, 2013 – June 30, 2014. Appraisals are due to HR by August 15, 2014.

2. Why have the evaluations changed?

The evaluation tool has changed for a couple of reasons. As we continue to evolve as an organization, so do our leaders. Many of our leaders are responsible for staff in several locations. To simplify the appraisal process, we created a standard KentuckyOne Health evaluation tool.

3. Who should I evaluate?

- You should evaluate employees who were hired on or before March 31, 2014.
- Please complete a 90-day introductory evaluation for employees hired on or after April 1, 2014.
- You do not need to complete an annual appraisal for employees who received a 90-day introductory evaluation in April, May or June 2014.

4. The evaluation tool does not have a section for our competency-based orientation or age/population-specific competencies. Are those still required?

Yes. You will continue to evaluate competency-based and/or age/population-specific competencies on a separate form and document that it has been completed. Please “check” the box on the evaluation tool to indicate the competency evaluations were completed. The complete competency document should be maintained in the department file. You do not need to submit a copy with the evaluation tool.

5. The evaluation tool does not have a section for values-based behaviors. Are leaders expected to incorporate them somehow?

KentuckyOne’s values-behavior guidelines reinforce our commitment to Reverence, Integrity, Compassion and Excellence. The guidelines range from “keep the workplace clean and safe” to “foster an environment of patient/family engagement and accountability in their care/treatment.” The guidelines are posted at InsideKentuckyOneHealth.org/Resources under the Purpose & Values section ([click here](#)).

Leaders are asked to discuss them during the annual employee evaluation conversation with each member of their team and have each acknowledge that he/she has read them. Leaders may also reference KentuckyOne Values in written remarks specific to an employee’s behavior.

6. Some of my employees have transferred from a different area so I have not managed them for an entire year. Who is required to complete their evaluation?

You are responsible for completing the evaluation for employees who transferred to your area. Please also gather information from the employee's previous leader and include it in the evaluation. If an employee transferred April 1 or later, you should complete the 90-day evaluation.

7. Where do I evaluate my employees on job-specific responsibilities?

Job-specific responsibilities are different than competencies. Leaders should place job-specific responsibilities in the "core job responsibilities section" of the new evaluation tool. A sample evaluation is included for your reference.

8. Where can I find the evaluation tools?

Evaluation tools are available on your local intranet site. In addition, you can request the links through your local HR Business Partner. ([Employee Evaluation Tool](#) | [Leader Evaluation Tool](#))

9. When will information be available about any potential pay increases? What will the guidelines be?

Each year we have a thorough review of the budget for any merit and general increases. We expect this review to be completed and communicated this summer. We will rely on guidelines that we have typically used in the past.

Generally, the following employees will **not** be eligible for an increase:

- Employees in a final written warning level of the corrective action process
- Employees in a "pool " or PRN status, or special flexible staffing arrangement
- Employees hired after March 31, 2014
- Employees on a performance improvement plan

10. Who should I contact if I have questions?

Please contact your local HR Business Partner if you have questions about the new evaluation tool and process.