

PART 1: The What, Why, and How of Your Job [15 minutes]

A. Reflect on “What” You Do [Essential functions on your Job Description]:

1. List up to 4 of your job duties/activities
2. Put them in order based on what you like doing the most, where 1 is your favorite part of your job.

Job Activity

B. Reflect on “Why” You Do It [Purpose of your job]:

1. How does your job help our patients and organization?
2. Who feels the results of your work?
3. How will they be affected or impacted by your work?

C. Reflect on “How” You Do It [How you show our values and competencies]:

Thinking of your role activities, how do you show:

1. Patient & Community Centeredness?
2. Professionalism?
3. Excellence?
4. Teamwork?

Thinking of your role activities, how do you show:

1. Demonstrates Self-Development/Giving & Receiving Feedback/Resilience (**SELF**)?
2. Communicates Effectively/Values Differences/Plans & Organizes (**PEOPLE**)?
3. Directs Work/Technical-Clinical Credibility/Customer Focus (**BUSINESS**)?

PART 2: SELF-REFLECTION WORKSHEET – How Well You Do Your Job [15 – 30 minutes]

A. Reflect on How “Well” You Do It [Your level of success in showing our values and competencies]

RM (<i>Role Model</i>) – Unequaled in this area	OC (<i>Outstanding Contributor</i>) – Exceptional in this area
EC (<i>Effective Contributor</i>) – Successful in this area	IC (<i>Inconsistent Contributor</i>) – Improvement needed

Form Section 1

Competency (Capability)	Success Level?	Specific Examples (of your work at the level you chose)
Patient & Community Centeredness		
Professionalism		
Excellence		
Teamwork		
<hr/>		
SELF		
PEOPLE		
BUSINESS		

Form Section 2

B. Reflect on “Where” You Want to Develop Next Quarter or Year

- A. What are you interested in learning more about to add to your knowledge/skill/abilities?
- B. How can you get that training?
- C. Think about one area of your job you’d like to do better. What could you do to improve?

Form Section 3

PART 3: Goal Setting & Alignment to Balanced Scorecard (BSC)

A. Reflect on the Balanced Scorecard Goals:

1. How have (can) you cascaded & aligned your department goals to our BSC goals?

2. How have (can) you increased your team's awareness of / connection to our BSC goals this year?

B. List your department goals or objectives to reach **next quarter or year** then note:

1. how your job and those of your team can impact the goal
2. what you'll choose to do (actions) to impact the goal
3. how you'll measure your progress and success
4. how often (*i.e.* – *monthly, quarterly, daily, etc.*) you'll act and/or your target date(s) for completion

Goal/Objective #1	
Job's Impact	
Actions	
Measurement	
Frequency/Target Date	
Goal/Objective #2	
Job's Impact	
Actions	
Measurement	
Frequency/Target Date	

Goal/Objective #3	
Job's Impact	
Actions	
Measurement	
Frequency/Target Date	
Goal/Objective #4	
Job's Impact	
Actions	
Measurement	
Frequency/Target Date	