



## January 2026

- **01/06/26 Forms Active in HealthStream** for hires before 10/01/25
- Supervisor Sends Peer Forms



## Jan/Feb 2026

- Self & Peer Forms Written & Submitted
- Manager Views Self & Peer Feedback within Form



## Feb/Mar 2026

- Manager Writes Official Form
- Review Meetings Scheduled & Held



## March 2026

- Individual Signs Off
- Supervisor Signs Off
- **Forms Due 03/31/26**

**3 Months to Complete**

- ❖ **HealthStream** is our Performance Center
  - **Performance Period = 01/01/2025 – 12/31/2025**
  - **Reflection (Review) form** assigned to 'supervisor' listed in UKGPro on 01/06/26, for all FT/PT, Regular/Relief roles through Director, hired before 10/01/2025.
  - **Self-Reflection** automatically put in "To Do" list of each eligible Team Member on 01/06/26; **at supervisor choice** for all this year except required for RN Leaders.
  - **Peer Reflections** assigned by manager inside the direct report's Reflection Form; required for RN Leaders, strongly suggested for formal leader roles, at supervisor's choice for all others.
- ❖ **3 Rated Items requiring comment:**
  - 1) **What You Do** (Job Role – 2025 duties, tasks, deliverables),
  - 2) **How You Do It** (Interactions – 2025 behaviors, mindset, approach), **and**
  - 3) **Where to Grow** (1 area of development for 2026; use "Future Growth" rating)
- ❖ **4-Level Success Rating Scale:** Role Model, Outstanding Contributor, Effective Contributor, & Inconsistent Contributor (*see page 2 for more details*)
- ❖ **Resources linked** inside the Reflection Form

## Discuss Performance Examples at each Level of Success for their Role

**ROLE MODEL: UNEQUALED** in this area. "Sets the example for others."

*~ Inspires practices and behaviors that drive organizational excellence. Consistently performs at the highest level of their job and sets the standard for others. Motivates peers through exceptional results, positive influence, and consistently demonstrating the organization's values and best practices.*

Basic Examples: Instrumental in establishing aligned goals, monitoring progress, and driving results. Regularly participates in recognition and peer feedback sessions for mutual growth and development. Sees opportunities for improvement and leads the way in engaging others in the problem solving and implementation processes for diverse approaches and opinions. Demonstrates an innovative mindset and behaviors. Holds others accountable for inappropriate behaviors with a focus on their growth & development.

**OUTSTANDING CONTRIBUTOR: EXCEPTIONAL** in this area. "Better than expected."

*~ Goes beyond expectations. Regularly exceeds job requirements, shows initiative, and positively impacts the team, department, & customers with high-quality service, work & proactive behaviors.*

Basic Examples: Demonstrates outstanding levels of effort, effectiveness, and judgement with limited to no supervision. Anticipates patient/customer/team member needs to deliver an elevated level of service. Frequently exceeds objectives and demonstrates a mindset of continuous improvement. Demonstrates outstanding self and social emotional intelligence.

**EFFECTIVE CONTRIBUTOR: SUCCESSFUL** in this area. "Solid and dependable."

*~ Consistently meets expectations. Gets the job done as required, demonstrates solid behaviors, and can be counted on to deliver dependable results.*

Basic Examples: Reliable, meets deadlines, prioritizes tasks, and achieves outcomes. At times, exceeds job expectations or takes on additional projects. Exhibits self-awareness and takes action to resolve interpersonal or customer service issues with compassion and humility.

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**INCONSISTENT CONTRIBUTOR: INADEQUATE** in this area. "Sometimes, but not often enough."

*~ Sometimes meets expectations, but job performance or behavior is uneven or unreliable. May need reminders, extra support, or improvement to be successful.*

Basic Examples: Often misses deadlines and rarely takes responsibility for actions, outcomes, or behaviors. Job performance and/or behaviors cause occasional issues for customers, team members, or the department.