

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 5 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	Rank

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 favorite job activities, how do you show:

1. Patient & Community Centeredness?

2. Professionalism?

3. Excellence?

4. Teamwork?

Thinking of your favorite job activities, how do you show:

1. SELF (ex - Accountability)?

2. PEOPLE (ex - Collaboration)?

3. BUSINESS (ex - Continuous Improvement)?

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 your job responsibilities and behaviors.]

Levels of Success

- RM (Role Model): Unequaled;** Sees opportunities for improvement and leads the way in engaging others in problem solving and implementation for diverse approaches; Seen as a role model in this competency by peers, leaders, and those in other departments.
- OC (Outstanding Contributor): Exceptional;** Demonstrates outstanding levels of effort, effectiveness, and judgement in this competency with limited to no supervision; Anticipates patient/customer/team member needs to deliver elevated level of service; Shows outstanding self and social emotional intelligence.
- EC (Effective Contributor): Skilled;** Successful in this competency; Reliable, meets deadlines, prioritizes tasks, and achieves outcomes; At times, exceeds objectives and takes on additional projects; Exhibits self-awareness and resolves interpersonal or service issues with compassion and humility.
- IC (Inconsistent Contributor): Inconsistent;** Rarely or inconsistently demonstrates success in this competency; Often misses deadlines and rarely takes responsibility for actions, outcomes, or behaviors.

Form Section 1A

	Success Level?	Specific Examples <i>(of your work at the level you chose)</i>
What You Do Job Duties, Knowledge, Skills, Abilities, and Competencies		

Form Section 1B

	Success Level?	Specific Examples <i>(of your work at the level you chose)</i>
How You Do It Values, AH Way, & Competencies		

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

Form Section 2

- 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?

PART 3 (OPTIONAL): Team Improvement & Goal Setting

A. Reflect on “Where” You Want to Help Develop the TEAM / DEPARTMENT next year:

1. Where do you feel improvements (*ex – service, work results, reputation, etc.*) could be made?

2. What can you commit to doing yourself, to help make these improvements?

B. If your department has specific goals or objectives to reach next year, list then note:

1. how your job 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 (What you want to do)	
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	