

GOALS & ACHIEVEMENTS

MENTEE: _____

MENTOR: _____

DATE: _____

	Clinical (____ %)	Research/Scholarly Activities (____ %)	Education (____ %)	Leadership/Administration (____ %)
Goals				
Action Plan				
Progress				
Achievements				
Disappointments				
Assessment of performance for each mission	NA U EF M O EXCEP	NA U EF M O EXCEP	NA U EF M O EXCEP	NA U EF M O EXCEP
Goals & Action Plan for FY16				

Overall Assessment of Performance: U = Unsatisfactory EF = Effective M = Meritorious O = Outstanding EXCEP = Exceptional

The discussion was as outlined above.

Mentee

Date

Mentor

Date

Assessment Definitions

Exceptional Performance -- An "exceptional" rating indicates that your overall performance is consistently of the highest quality and routinely exceeds the expectations of your role. Your performance has a positive impact on aspects of the overall program that extend beyond your primary responsibilities. You perform at a very high level in all arenas. You regularly demonstrate outstanding initiative by identifying areas for increasing responsibilities. Both your personal performance and the performance of the programs for which you have primary responsibility are excellent. *We anticipate that approximately 10% of the Department faculty members will be evaluated as exceptional.*

Outstanding Performance -- An "outstanding" rating indicates that your overall performance is consistently of a very high standard and often exceeds the expectations of your role. Your performance has a positive impact on all aspects of your responsibility profile and, at times, upon aspects of the overall program that extend beyond your responsibility profile. You deliver high performance results across the great majority of your responsibility profile. You regularly accept responsibility for new initiatives that results in the direction of new projects while still managing your existing responsibilities. Both your personal performance and the performance of the programs for which you have primary responsibility are excellent. Your performance and overall contribution is above the great majority of your peers. *We anticipate that approximately 20% of the Department faculty members will be evaluated as outstanding.*

Meritorious Performance -- A "meritorious" rating indicates that your overall performance consistently meets our high standards and expectations of your role. You deliver strong performance across the great majority of important aspects of your role, but would benefit from strengthening results in one or two substantive areas. Your performance has a positive impact on most aspects of your responsibility profile and the programs for which you are primarily responsible. You have a variety of strengths but may also have one or two areas for improvement. You manage your existing responsibilities very well. Both your personal performance and the performance of the programs for which you have primary responsibility are good. Your performance and overall contribution is commensurate with many in your peer group. *We anticipate that approximately 50% of the Department faculty members will be evaluated as meritorious.*

Effective Performance -- An "effective" rating indicates that in general your performance is effective, but at times it falls short of our high standards and expectations, either in terms of results or demonstration of core values and behavioral capabilities. Your performance generally has a positive impact on all aspects of your responsibility profile and role, but needs to improve in some specific areas and may require additional time and supervision to achieve desired performance. While your performance and overall contribution is somewhat below the norm for your peer group, with appropriate focus and effort combined with the guidance of your Division Chief, you are capable of making the changes necessary for improved behavior and/or performance. *We anticipate that approximately 20% of the Department faculty members will be evaluated as effective.*

Unsatisfactory Performance -- An "unsatisfactory" rating indicates that your overall performance often fails to meet the expectations of your role. You are not achieving the performance results expected in important aspects of your role. Your performance deficits are significant and require a degree of supervision that is not generally anticipated for a faculty member at your career stage. While you have personal strengths, your performance results demonstrate areas of substantive weakness. There are times when your performance results are not at the expected standard. Moreover, you may have demonstrated behavior that is not consistent with our core values. Your performance and overall contribution is significantly below the norm for your peer group, and you fail to make the contributions at the level that is expected for your role.

* Examples of activities for Leadership/Administration mission:

Editor or member of an editorial board for a medical/scientific journal

Involvement in planning any local, national and international strategic planning meeting

Leadership position in a society or national organization related to clinical, academic, or educational endeavors

Leadership role in organizing a local, regional, national or international meeting/conference/symposium related to HSR&D

Advocacy role outside of the hospital and University for any issues related to mentee's research