NOAH Annual Review

Self-Review Tip Sheet

Getting Started

- ALL NOAH employees who were hired before 12/31/2021 MUST complete a self-review.
- Self-Reviews are due by 4/1/2022.
- Employees will review performance from 4/1/2021 (or hire date) to now.
- Supervisors will use employee's Self-Review when completing their performance review of team members, completed by 5/27/2022.
- Performance-based Merit Increases will be awarded in July 2022. Employees hired after 12/31/2021 will be eligible for a prorated Merit Increase.
- Providers (Physicians, Dentists and Advanced Practice Providers) on employment agreements (contracts) will not need to write a self-review. Providers are paid at Fair Market Value which includes annual assessments to adjust compensation as needed.

Why Self-Reviews?

NOAH believes in regular Performance Reviews that include staff Self-Reviews to:

1. Remind supervisors of the employee's accomplishments over the past year,
2. Be accountable for successes, collaborations, milestones, and opportunities, and
3. Allow employees to determine their own career path.

Tips for Writing Self-Reviews

- Look back on the last year of your work and accomplishments.
- Consider feedback and recognition you've received from your team.
- Review goals that you set for yourself in 2021:
  - Did you achieve those goals?
  - What goals do you still need to meet?
  - Was there anything you could have done differently to achieve these goals?
- Summarize what you did over the past year for your personal development and share your 2022 goals with your leader.

- Tips for writing a great Self-Review include:
  - Write in first person (example, "I did…"),
  - Be concise, and
  - Be grammatically correct.

- **Use the Rating Scale**
  - **"Performance Needs Improvement"**
    - *Employees who are new to their role or actively working with their leader to improve performance.*
  - **"Meets Performance Standards"**
    - *Employees who consistently perform well and meet the expectations of their role.*
  - **"Exceeds Performance Standards"**
    - *Employees who take the initiative to consistently perform at a level above and beyond expectations for the position.*

- Keep in mind these key components of a Self-Review:
  - Attendance
  - Quality of Work
  - Communication and Collaboration
  - Productivity
  - Accountability
  - Exemplifies Cultural Beliefs

Examples

"Meets Performance Standards"

What to do: *"I am dependable and always complete my assigned work on time. I always get to work on time. I am conscientious of patient needs and how I respond to concerns. Last year, I received multiple compliments from patients and peers about how I handled specific situations. I am extremely detail oriented and I haven't made any errors in my documentation over the last 12 months. I often speak up in meetings and share my opinions and ideas in a respectful way and I am always open to taking on new projects. This year I became certified on a new quality system and trained 5 of my peers. I also developed reference materials to be used with future trainees."*

What not to do: *"I always go above and beyond when I am doing my work."*

Question: How do you exemplify NOAH's Cultural Beliefs?

What to do: *"I advocate for patients and go above and beyond to meet their needs while meeting the productivity expectations for my department."*

What not to do: *"I work the hardest in this dept because I take more calls than anyone on my team."*

Strengths: Please provide 1-3 examples of your strengths

What to do: *"I hold myself to the highest standard when completing my work and pay attention to detail. I ask questions when I'm not sure and help answer questions for others when I can.*

Communication and follow through are extremely important and I value my peers and leaders' opinions. I am flexible and adaptable to patient and business needs. I have shown this by helping with a project that impacted our entire clinic."

What not to do: *"I come to work, seem to get most of my stuff done, and mind my business."*

Opportunities: Please provide 1-3 of your areas for opportunity

What not to do: *"I don't need to improve on anything because I know my job, but I would work harder if I got a raise."*