**Committee Participant Assessment Form**

***CLARIFICATION – December 2014***

**Purpose**: The committee participant assessment form was designed as an objective means to distinguish between levels of participation/contribution in their work group/committee. The original intent was to allow the participant the opportunity to perform a self-assessment and subsequently to compare/contrast with that assessment of the Committee Facilitator.

**REVIEW:** The performance review system is undergoing revision and at this time, the details have not been made public. It has been brought to the attention of the CAP Steering Committee that there have been a variety of interpretations of this form and the “score” is utilized differently by individual managers.

**RECOMMENDATIONS/OUTCOME:** The CAP Steering Committee requests that all CAP participants complete this form as a self-assessment. If no objective information is attached to the form (project descriptions etc) and the participant has demonstrated an acceptable attendance per the Committee Facilitator, the participant will receive a score of “3” for their participation. All supportive evidence/documentation will be reviewed to receive a score of 4 or 5. CAP STEERING COMMITTEE members are available for assistance.

**NEXT STEPS:** As the Performance Review system is implemented, this form will be assessed to provide effective support of the mission and vision of the individual’s professional practice goals and employment at Vanderbilt Medical Center through participation in CAP.

VANDERBILT UNIVERSITY MEDICAL CENTER

# COMMITTEE PARTICIPANT ASSESSMENT

## NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_COMMITTEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FY:\_\_\_\_\_\_\_

 **COMPLETED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ATTENDANCE:Goal – 90% \_\_\_\_/\_\_\_\_#Attended/Total # of meetings = \_\_\_\_\_\_%**

**Performance: The Committee member:**

* **Submits assignments for facilitator/team review 1 2 3 4 5**
* **Provides insight, expanded thoughts on topics 1 2 3 4 5**
* **Provides constructive feedback to committee members 1 2 3 4 5**
* **Maintains focus, attention to agenda 1 2 3 4 5**
* **Contributes equally to project, volunteers for assignments 1 2 3 4 5**

**Additional Comments: Must include objective supporting evidence for a score of 1, 2, 4 or 5. (Use back of form as needed)**

Key

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1Does Not Perform | 2Perform Inconsistently | 3Demonstrates working knowledgePerforms assigned task correctlyPerforms tasks in a timely mannerWorks independently with minimal supervisionHandles routinely encountered problemsDemonstrates responsible use of resources | 4Demonstrates initiative to improve own expertiseDemonstrates initiative to assume additional dutiesConsistently completes tasks prior to deadlinesLeads by example and assists others in reaching departmental goalsRecognizes more complex problems and troubleshootsImproves departmental use of resources | 5Improves expertise of others through coaching, mentoring, and in-service presentations.Contributes significantly to department’s efficiency by improving systemsAnticipates time constraints and seeks opportunities to complete tasks prior to deadlines Leads internal projects/teamsActively seeks ways to improve financial performance of organization |