**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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1  Does Not Perform | 2  Perform Inconsistently | 3  Demonstrates working knowledge  Performs assigned task correctly  Performs tasks in a timely manner  Works independently with minimal supervision  Handles routinely encountered problems  Demonstrates responsible use of resources | 4  Demonstrates initiative to improve own expertise  Demonstrates initiative to assume additional duties  Consistently completes tasks prior to deadlines  Leads by example and assists others in reaching departmental goals  Recognizes more complex problems and troubleshoots  Improves departmental use of resources | 5  Improves expertise of others through coaching, mentoring, and in-service presentations.  Contributes significantly to department’s efficiency by improving systems  Anticipates time constraints and seeks opportunities to complete tasks prior to deadlines  Leads internal projects/teams  Actively seeks ways to improve financial performance of organization |