

# Employee Work Profile

## Instructions

### Introduction

The Employee Work Profile is a combination work description, performance plan, and evaluation. The form is formatted in a manner that allows certain sections to be shared separately from employees' personal information.

### Work Description/Performance Plan

These sections are written or reviewed by the supervisor and the employee **within 30 days of hire**. The Work Description/Performance Plan also is updated, if needed, and reviewed again with the employee at the **beginning of the evaluation cycle**.

- Organizational Objective** Write a brief statement describing how the position links to the work unit, division or VCU mission. This statement helps to align the position's work assignments and priorities to desired outcomes and results.
- Purpose of Position** Include a brief description of the reason the position exists. This statement should link to the organizational objective and capture the most important service or product expected from the employee in the position. This statement provides a good idea of the purpose of the position without going into detail.
- Knowledge, Skills, & Abilities (KSAs) and/or Competencies** Describe the expertise required to successfully perform the assigned work. The information may be used in hiring new employees or to describe the competency or skill level of the incumbent.
- Education, Experience, Licensure, Certification** Enter the educational background that would be required for entry into position. Also, list any occupational certifications or licenses that the employee must hold.
- Core Responsibilities** List up to five core job responsibilities in order of their importance to the whole job. Core responsibilities are essential to the work performed and are written as broad sets of major duties or functions. The core responsibilities must provide sufficient information to assign the position to the proper Role, determine FLSA exemption status, and provide a basis for performance evaluation. Statements should be brief and do not have to include every detail of the position's activities. Performance management is a required core responsibility for all supervisory employees.
- Special Assignments** Completion of this section is not required. Special assignments are considered brief in nature and typically are not extended beyond the performance period. Statements should be brief and do not have to include every detail of the assignment.
- Agency and Departmental Objectives** Customer service\* is a required competency for all employees. Additional objectives are encouraged but not required. Objectives are defined as strategic business goals set by the agency or division/department. They also may include behavioral competencies that are critical to the employee's success. Identifying objectives and/or competencies on the work plan helps to support organizational values and goals and reinforces each employee's role in meeting those goals.

\*An additional customer service evaluation tool is available for use with employees who work onsite at the VCU Health Systems. Use of this additional form is encouraged.

<b>% of Time Spent and Essential/Marginal Designations</b>	Enter the approximate percentage of time spent performing the core responsibilities. Designate each core responsibility, special assignment and Objective/Competency as an essential or marginal job function.
<b>Measures</b>	Identify the qualitative and/or quantitative measures against which each responsibility, assignment or objective will be assessed. Measures are included for the performance management core responsibility and the customer service objective.
<b>Position's Physical/Cognitive Requirements</b>	Document essential and marginal job functions of the position for use in responding to requests for modification or accommodation. Information regarding employees' medical histories are not a part of this form and must be maintained separately from the personnel file.

#### **Employee Development Plan**

- **Learning Goals** List any learning goals identified by the employee and/or the supervisor.
- **Learning Steps/Resource Needs** Indicate specific steps that need to be taken, by whom, and timeframes to accomplish the learning goals. This may include training, coaching, or other learning methods.

**Confidentiality Statement** This section identifies confidentiality as a critical organizational value and establishes clear consequences if confidentiality is violated. The statement applies only to protected information and does not apply to information that is released according to agency or departmental procedures. Discuss and have employee sign the statement to acknowledge understanding.

## **Performance Evaluation**

These sections are completed by the supervisor and reviewed with the employee at the **end of the performance cycle**. If the employee submits a self evaluation, the supervisor must consider it when completing these sections.

**Performance Ratings and Comments** Check the appropriate rating earned by the employee during the performance cycle. Describe the employee's performance including documentation to support the earned rating.

**Employee Development Results** Summarize accomplishments related to the personal learning goals that were set at the beginning of the cycle.

**Annual Requirements** Document the completion of any required activities. Note - documentation of certain activities is required annually for employees who work onsite at the VCU Health Systems to ensure compliance with the Joint Commission on Accreditation of Hospital Organizations' (JCAHO) standards.

#### **Overall Results Assessment and Rating Earned**

- **Other Significant Results for the Performance Cycle** Record any significant aspects of the employee's job performance that are not addressed elsewhere in the evaluation. Only include comments that are related to the employee's job performance.
- **Overall Rating Earned** Indicate the overall rating earned by the employee during the performance cycle. For overall ratings of:
  - "Extraordinary Achiever" - attach a copy of the **Acknowledgement of Extraordinary Achievement form**.
  - "Fair Performer" - develop specific learning goals and improvement plan on the Employee Development Plan portion of the new Performance Plan.
  - "Unsatisfactory Performer" - attach a copy of the **Notice of Improvement Needed form**.

The reviewer should review and sign the EWP before it is discussed with the employee.