



Review Suite Scheduler

Certification Tracking and Online Evaluations

Software designed to easily track and remind managers of key performance events and collect evaluation data.

Track certifications and credentials

- Create an unlimited number of qualifications including certifications, credentials, qualified roles etc...
- Apply appropriate qualifications to each staff person
- Set reminders and be alerted automatically when an outdate is approaching
- Review all reminders and expirations easily
- Let staff enter their renewals and education events directly to save you even more time

Automate employee review processes

- Use your own organization's performance reviews and measures
- Save time and end all manual tabulation with employee reviews
- Assign staff to provide objective data that meets your employee measures
- Keep all input from employees anonymous if desired
- Add your own management data into the performance review process

Customized evaluation forms

- Evaluation forms are created to meet each facility or job classification
- Create unique categories and measures and reused as necessary for facility evaluation forms

Key employment event tracking

- Document all key employment events for each staff person:
 - Hire date, re-hire date, job classification changes, cost center change, etc..
- Generate annual, quarterly and/or monthly reports on employment events.

Goal tracking

- Develop standard Goal Categories
- Assign goals and due dates to each employee—include goal summaries in their performance review
- Employee can document comments / status of each goal from their secure website.

Let automation save you time & money

- Keep your anecdotal comments on line to end repetitive documentation.
- Make it easy and efficient for staff to provide anonymous data about peer performance.
- Improve the readability of the performance reviews and keep the process as objective as possible.
- Get immediate access to summary data for each employee regarding their status.

Global - Enterprise Schedule - Actual 5/25 to 6/21/2008 - Manage Suite Scheduler

File View Help

Schedule Staff Configuration Manage < Administration View of Performance Appraisal Status

Quick View Warnings Requests Help

Manage Reviews

Filter: Dates: (all) Supervisors: (all) Groups: (all) Staff: (all) Status: Active

Sort Criteria: Name Date

New Review...

Reviews

Supervisors

Smith, Sally	7
Kranston, Lisa	4
Peterson, Brandy	3
Miltonson, Terri	1
Kjelburg, Elaine	1

Status

Active	16
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Bachman, Jill Q2 - 2008 Quarterly Evaluation Edit Details Close

Supervisor: Smith, Sally
 Review Date: 5/30/2008
 Review Period: 1/1/2008 - 3/31/2008

1-5 Annual Evaluation (supervisor)	Smith, Sally	Due 5/15/2008	Revise	Delete
1-5 Scale Evaluation (employee)	Bachman, Jill	Due 5/15/2008	Revise	Delete
1-5 Summary	Smith, Sally	Completed	View	Reopen

Add Evaluation

Employee: Balter-Yamen, Brenda

Review: Annual Review

Reviewer: Kjelburg, Elaine

Supervisor: Kjelburg, Elaine

Home Location: CICU

Review Period: 6/1/2007 - 5/31/2008

Overall Score: 3.71

b. Knowledge of Job **Score: 5**

Employee exhibits an appropriate level of job knowledge. Score: 5

Completes all assigned tasks without instructions

c. Achieves Planned Results **Score: 3**

The planned results are achieved within the timeline expected. Score: 3

Two projects that Brenda worked on were slightly delayed and Brenda did not communicate this delay in a timely fashion. All other projects were completed ontime.

d. Fellow Employee Relations **Score: 4**

Gets along well with other employees including peers. Score: 4

Global - Enterprise Schedule - Actual 5/25 to 6/21/2008 - Manage Suite Scheduler

File View Help

Schedule Staff Configuration Manage < Administration View of Staff Certification Status

Quick View Warnings Requests Help

Manage Staff Qualifications

Filter: Qualifications: (all) Groups: (all) Staff: (all)

Sort Criteria: Expiration Date Qualification

Staff Qualifications

CHUC	1 expired	0 reminders
LPN	0 expired	2 reminders
RN	4 expired	20 reminders

Sutter, Carole	CHUC	Expired 5/6/2008	Edit / Renew / Delete
Gretski, Erin	RN	Expired 5/6/2008	Edit / Renew / Delete
Potters, Karen	RN	Expired 5/26/2008	Edit / Renew / Delete
Bleemage, Patricia	RN	Expired 5/26/2008	Edit / Renew / Delete
Poeples, Robyn	RN	Expired 6/7/2008	Edit / Renew / Delete
Middleton, Shelley	RN	Expires 6/14/2008	Edit / Renew / Snooze / Delete
Furhman, Cindy	RN	Expires 6/14/2008	Edit / Renew / Snooze / Delete
Sather, Shelby	RN	Expires 6/20/2008	Edit / Renew / Snooze / Delete
Pallteir, Micky	RN	Expires 6/20/2008	Edit / Renew / Snooze / Delete
Sellerman, Michele	RN	Expires 6/22/2008	Edit / Renew / Snooze / Delete
Underwood, Leslie	RN	Expires 7/5/2008	Edit / Renew / Snooze / Delete
Jherkle, Kathryn	RN	Expires 7/6/2008	Edit / Renew / Snooze / Delete
Spellerton, Shelly	LPN	Expires 7/7/2008	Edit / Renew / Snooze / Delete
Wasterly, Pat	RN	Expires 7/7/2008	Edit / Renew / Snooze / Delete
Justinson, Julie	LPN	Expires 7/13/2008	Edit / Renew / Snooze / Delete
VanBuren, Lindsay	RN	Expires 7/13/2008	Edit / Renew / Snooze / Delete
Hoffman, Stacy	RN	Expires 7/13/2008	Edit / Renew / Snooze / Delete
Millington, Cindy	RN	Expires 7/14/2008	Edit / Renew / Snooze / Delete

Global Actual 5/25 to 6/21/2008