

MANAGER SCREENING TOOL

Nominee/Title _____ Dept/Clinic _____ Date _____

Nominated by _____ Number of Nominations to Date _____

Descriptor	Always	Often	Never	Comments
Adheres to department attendance standards.				
Adheres to department dress code and maintains a neat appearance.				
Demonstrates reliability and dependability.				
Demonstrates good ambassadorship for UAMS.				
Exhibits the 3 C's: Care, Commitment, and Contribution.				
Exceeds expectations and is willing to go the extra mile.				
Accepts change.				
Identifies problems and quality issues.				
Communicates constructively and informatively.				
Uses constructive feedback to improve performance.				
Applies effective communication skills (verbal and nonverbal) in all interactions with patients, peers, other departments and the public.				
Participates in unit/work group organization, evaluation, and growth.				
Demonstrates willingness to share knowledge with coworkers.				
Provides nurturing leadership.				
Supports others in the performance of duties.				
Demonstrates ability to assist with orienting new personnel.				
Displays qualities of a team player.				

Has nominee been placed on verbal or written warning within the past year? Yes _____ No _____

If yes, reason?

Comment Below:

Document one example of outstanding behavior and/or note any special accomplishments.

Signature of Manager/Title _____

Unit/Area _____

Phone/Beeper _____