

**Attachment B**



RN/BSN On-site Program:  
Application Process  
Manager References / Recommendation

Name of associate: \_\_\_\_\_ Associate number \_\_\_\_\_  
please print

Name of Manager: \_\_\_\_\_ Date \_\_\_\_\_  
please print

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1. Associate's date of hire: \_\_\_\_\_.

Has the associate had continuous employment with Hospital for the past two years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_

2. Has the associate had any form of disciplinary action within the past 12 months?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

3. Associates budgeted FTE \_\_\_\_\_.

Please rate this associate on the following characteristics using the scale below:

4=excellent 3=above average 2=average 1=below average

*(please see attached definitions)*

Attendance	
Punctuality	
Quality of Work	
Personal Integrity	
Willingness to Accept Responsibility	
Communication Skills	
Service Excellence	
Leadership Potential	
Demonstration of Core Values	
Total Score	

4. Check/describe activities this individual has done to benefit your unit, the nursing department, and/or Niagara University.

- Committee involvement
- Voluntarily acts as a preceptor
- Practice Improvement
- Education of Peers
- Professional Development and Recognition Program

Other

5. Any additional comments?

6. Do you recommend/not recommend this person for the Catholic Health / Niagara University RN to BSN Program?      Yes              No

Additional Comments:

Thank you.

Nurse Manager Signature: \_\_\_\_\_

**ALL DOCUMENTS MUST BE SUBMITTED BY AUGUST 15, 2011  
TO STAFF DEVELOPMENT.**

## Definitions

### Attendance

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- Meets department attendance expectations (superior = no absences)
- Regularly attends departments meetings

### Punctuality

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- Arrives on time and starts work on time
- Responds to requests for information on time
- Completes assignments within expected timeframe

### Quality of Work

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- The degree that clinical and/or technical performance standards are met

### Personal Integrity

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- Treats all people with respect
- Demonstrated honesty and trustworthiness in all interactions
- Attacks problems, not people
- Demonstrated a commitment to doing the right thing

### Willingness to Accept Responsibility

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- Actively takes steps to achieve performance goals and expectations
- Given appropriate knowledge and skills, needs no encouragement to complete assignments and projects
- Follows through on inquiries, requests, and complaints
- Corrects problems efficiently without being defensive

### Communication Skills

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- Articulates thoughts, feelings, and ideas in a clear and effective manner
- Carefully listens to and observes both words and body language
- Communicates effectively with different audiences

### Service Excellence

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- Focuses on the importance of customers
- Provides friendly, cheerful service
- Listens to customers, invites questions, and apologizes when appropriate
- Takes action to increase customer satisfaction
- Works cooperatively with team members and supports team decisions

### Leadership Potential

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- Seeks opportunity to participate in hospital, nursing, and/or unit committees
- Serves as a role model and mentor for new nurses
- Seeks new solutions and innovative approaches to address problems and inefficiencies
- Takes on projects to support unit needs
- Uses interpersonal style to inspire and influence the positive behavior of others