



**OUR VALUES**

PATIENT-CENTERED  
TEAMWORK  
RESPECT FOR OTHERS  
ACCOUNTABILITY  
INTEGRITY

**OUR MISSION**

To deliver extraordinary healthcare in an environment of excellence, compassion, and trust.

**HOW TO ACCESS THE TALEO WEBSITE!**

- Quick Links ▶
- AVH Communications ▶
- Departments ▶
- Reference ▶
- Clinic & Related Sites ▶
- Phone System Links ▶
- PATHS Program ▶

**Go to the Human Resources Page!**

**Or, Click the Link Here!**

IT Systems Current Status:



Systems are normal.

- AVH Call Schedules & "Today at AVH"**
- PageGate Paging and User's Guide**
- AVH Cell Phones & Text Messaging**
- User Account Requests for IT, DI & Pyxis**
- Online IT Support Request Form**
- Online Engineering Work Order Form**

What's new?

- Online Performance Review - Employee Portal**
- Online Performance Review - Manager Portal**
- "Spring Clean Your Life" Tracking Challenge - March and April**
- Spring Cleaning Tracking Flyer**
- 2011 Service Awards Dinner**
- CommuterConnect.net**
- Quarterly Compliance Newsletter January 15, 2011**
- IT Dept's "bITs & Pieces" for March: Physician Access to Patient Records**
- TJC Preparation Booklet**
- Nomination for a Bear Hug**

**Today's Birthdays:**

Randy Chason - Cardiopulmonary Dept.  
David Vanderstelt - Emergency Dept.

**All AVH Birthdays**



**AVH Bulletin Board**



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## Welcome to the Human Resources Department

- **Clockings Report**
- **Online Performance Review - Employee Portal**
- **Online Performance Review - Manager Portal**

Click on the Employee Portal Link!

- Benefits Summary
- Employee Handbook
- Forms
- Workers' Comp
- Health Plan
- Retirement Plan Info
- Flexible Spending
- Useful Links
- Continuing Education
- Supplemental Benefits
- CIGNA Life Insurance
- Tuition Assistance
- EAP Program
- Going Green at AVH
- HR-Only Secure Page



Please use the login and password provided to you via your AVH email or type in your Employee ID # and click "Forgot password?"

A blue rounded rectangular login form with three input fields: "Login", "Password", and "Forgot password?". Red arrows point from text boxes to the "Login" and "Password" fields. The first text box says "Enter your Employee Number (same as HealthStream)" and the second says "Enter your Password".

Login

Password

[Forgot password?](#)

Enter your Employee Number (same as HealthStream)

Enter your Password

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This is the Taleo Home Page!

To Complete your Self-Evaluation, Click the Performance Tab!

Always be sure to use the Logout Button when logging out of Taleo!



### Employee Information [Edit](#)

Name: **DAWN ELIZABETH GILKERSON** Email: **dgilkerson@aspenhospital.org**  
 Employee Code: **1431** Phone #: **970-876-7205**  
 Street Address1: **0227 RIO BRAVO STREET** City: **SILT**  
 State/Territory: ZIP/Postal Code: **81652**  
 Hired Date: **6/11/01**

Look here if you are asked to complete a 360 review on another employee!!

Multi-rater Action Required ▾

### Multi-rater Feedback Requests

<a href="#">Employee Name</a>	<a href="#">Title</a>	<a href="#">Multi-rater Feedback Status</a>	<a href="#">Multi-rater Due Date</a>	<a href="#">Requested By</a>	<a href="#">Actions</a>
ANNISTON, JENNIFER	AAA - RN Template	Manager Assigned	5/6/11	MILLER, ALICIA	<a href="#">View</a> ▾
ANNISTON, JENNIFER	SUR - Operating Room Registered Nurse	Manager Assigned	5/6/11	MILLER, ALICIA	<a href="#">View</a> ▾

To complete your Self-Evaluation, click the tab at the top of the screen that says "Performance".

Home

Performance

Settings

This is the Performance Page where you will complete your Self-Evaluation!

Always be sure to use the Logout button when logging out of Taleo!

Name: DAWN ELIZABETH GILKERSON

Employee Code: 1431

Job Title: SENIOR HUMAN RESOURCES SPECIALIST

Manager Name: MILLER, ALICIA

This is your Self Evaluation that needs to be completed!

EWS - Active Reviews

Reviews

Due Date	Review Code	Review Manager	Review Type	Multi-rater Feedback	Employee Review Actions
5/27/11		MILLER, ALICIA	Annual	No Multi-raters	<a href="#">View</a>

EWS - Active Employee Goals

Employee Goals [New Goal](#)

No Goals available

This is the date the Evaluation must be completed by your manager. Your self-eval due date is 5/9/11!

Click this arrow, you can "View" or "Edit" your Self Evaluations, Click "Edit" to complete your evaluation!

Always use the Logout button when logging out of Taleo!

Logout

Home

Performance

Settings

Name: DAWN ELIZABETH GILKERSON

Employee Code: 1431

Job Title: SENIOR HUMAN RESOURCES SPECIALIST

Manager Name: MILLER, ALICIA

You will need to rate yourself on each section of the evaluation. Be sure to add comments if you rate yourself with anything other than "Meets Standards."

### Edit Performance Review

#### Review Data

Red = Required Information

Review Code:

Review Manager: ALICIA MILLER

Due Date: 5/27/11

Job Title: SENIOR HUMAN RESOURCES SPECIALIST

Status: New

Calculated Employee Rating: Needs Improvement/Developing

#### Employee Data

Employee Code: 1431

Department: HUMAN RESOURCES

First Name: DAWN ELIZABETH

Manager Name: MILLER, ALICIA

Last Name: GILKERSON

Start Date:

#### AVH Core Values (Weight:50.00%) Needs Improvement/Developing

Description:

##### Accountability Needs Improvement/Developing

Not Applicable

Takes responsibility for his/her actions, abides by the hospital's guiding philosophies and policies, and follows through on commitments and physician orders.

Employee Comments

Slide the bar to select rating

Needs Improvement/Developing

Provides complete and accurate information to the Physician and/or other members of the work team.

Check Spelling

Meets

Takes personal pride and

ownership in the quality of care and services provided to all internal and external customers.

**IntegrityMeets**

<input type="range"/>	Exceeds	Truthful, trustworthy, and principled.	Employee Comments
<input type="range"/>	Outstanding	Demonstrates character, conviction, and honest and ethical behavior in all interactions with others.	
<input type="range"/>	No selection made	Employee's word can be trusted.	<a href="#">Check Spelling</a>
<input type="range"/>	No selection made	Behavior is consistent with these AVH Core Values.	

Make comments to support your rating here

**Patient CenteredNo selection made**

<input type="range"/>	No selection made	Passionate about patient care, creating positive impressions on a consistent basis and exceeding our patients' expectations.	Employee Comments
<input type="range"/>	No selection made	Exhibits courtesy and sensitivity to the needs of patients and their families, responds with a sense of urgency to patient problems, anticipates patient requirements, responds proactively and places the patient's safety above all else.	<a href="#">Check Spelling</a>

**TeamworkNo selection made**

<input type="range"/>	No selection made	Works collaboratively with physicians and other staff and assists whenever possible.	Employee Comments
<input type="range"/>	No selection made	Openly shares information, provides feedback and participates in appropriate decision making as part of a team of healthcare professionals.	<a href="#">Check Spelling</a>
<input type="range"/>	No selection made	Hospital and departmental objectives are placed ahead of individual agendas.	

**Respect for OthersNo selection made**

<input type="range"/>	No selection made	Actively listens to others, takes other opinions into account, and communicates openly and honestly.	Employee Comments
<input type="range"/>	No selection made	Demonstrates respect for others by being timely with communications, completion of tasks, and meeting attendance.	<a href="#">Check Spelling</a>
<input type="range"/>	No selection made	Respectful of all physicians, colleagues, patients, visitors and	

Be sure to print your name when you are finished!

Don't forget the date!

EWS Review Sign Off

Employee Signature:

Employee Signature Date:



EWS - Active Employee Goals ▾

Employee Goals [New Goal](#)

No Goals available

Hit **SAVE** if you need to complete the evaluation at a later time. All your work will be saved

Hit **SUBMIT** once you are completely finished. This will send an automatic email to your manager letting them know you are done

Important: Once your self-evaluation is Submitted to your manager, you will no longer be able to make any changes!!

Home

Performance

Settings

Multi-Rater Requests are located on the Home Page!

### Employee Information [Edit](#)

Name: **DAWN ELIZABETH GILKERSON**

Email: **dgilkerson@aspenhospital.org**

Employee Code: **1431**

Phone #: **970-876-7205**

Street Address1: **0227 RIO BRAVO STREET**

City: **SILT**

State/Territory:

ZIP/Postal Code: **81652**

Hired Date: **6/11/01**

Multi-rater Action Required ▼

### Multi-rater Feedback Requests

<a href="#">Employee Name</a>	<a href="#">Title</a>	<a href="#">Multi-rater Feedback Status</a>	<a href="#">Multi-rater Due Date</a>	<a href="#">Requested By</a>	<a href="#">Actions</a>
ANNISTON, JENNIFER	AAA - RN Template	Manager Assigned	5/6/11	MILLER, ALICIA	<a href="#">View</a> ▼
ANNISTON, JENNIFER	SUR - Operating Room Registered Nurse	Manager Assigned	5/6/11	MILLER, ALICIA	<a href="#">View</a> ▼

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This is the employee that you have been asked to provide feedback on!

Due date of the Multi-Rater!

Manager requesting feedback!

Click this arrow, you can "View" or "Edit" the Multi-Rater. Click "Edit" to complete the Multi-Rater!

---

## Multi-rater Review - Feedback Request

---

You have been requested to participate in a Multi-rater Review

Employee Name: **JENNIFER ANNISTON**

Review Title: **AAA - RN Template**

Due Date: **5/27/11**

Reports To: **ALICIA MILLER**

---

If you would like to decline to participate, please enter your comment in the space below and click 'Decline'. To participate, please enter your feedback in the spaces provided below and click 'Submit'

[Check Spelling](#)

---

### Employee Competencies

---

#### *AVH Core Values*

---

Competency: **Core Value - Accountability**

Competency Factors:

Takes responsibility for his/her actions, abides by the hospital's guiding philosophies and policies, and follows through on commitments and physician orders.:

Provides complete and accurate information to the Physician and/or other members of the work team.:

Takes personal pride and ownership in the quality of care and services provided to all internal and external customers.:

Comments:

[Check Spelling](#)

---

Competency: **Core Value - Integrity**

Competency Factors:

Truthful, trustworthy, and principled.:

Demonstrates character, conviction, and honest and ethical behavior in all interactions with others.:

Employee's word can be trusted.:

← Select Rating

↑ Make comments

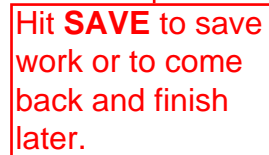
[Check Spelling](#)

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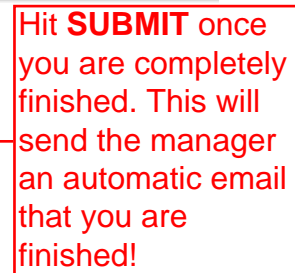
## General Comment

---

[Check Spelling](#)



Hit **SAVE** to save work or to come back and finish later.



Hit **SUBMIT** once you are completely finished. This will send the manager an automatic email that you are finished!

Once you have hit **SUBMIT**, the Multi-Rater will no longer show up on your Home page. This is how you know that it has been submitted to the manager asking for feedback!

Home

Performance

Settings

You can reset your password and login from this page!

Always use the Logout button when logging out of Taleo!

This section will allow you to set new password

Current Password

New Password

Retype New Password

This section will allow you to set a new user name. This will be the name you login to this website with in the future.

Current Login

Current Password

New Login

Retype New Login



Please use the login and password provided to you via your AVH email or type in your Employee ID # and click "Forgot password?"

**Forget your password?  
No problem!**

A blue rounded rectangular login form with three input fields: "Login", "Password", and "Forgot password?". A red arrow points from a box labeled "Type in your Employee Number" to the "Login" field. Another red arrow points from a box labeled "Then Click this Link" to the "Forgot password?" link.

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### Password Recovery

Please enter your login below. If we have your email on record the password will be reset and new temporary password will be emailed to you.

[Back to login page](#)

Enter your login here, and you will be sent an email with a new temporary password!




### Password Recovery

Please enter your login below. If we have your email on record the password will be reset and new temporary password will be emailed to you.

[Back to login page](#)

Enter your login here, and you will be sent an email with a new temporary password!





Please use the login and password provided to you via your AVH email or type in your Employee ID # and click "Forgot password?"

A blue rounded rectangular login form with three input fields: "Login", "Password", and "Forgot password?". A red box with the text "Type in your Employee Number" has an arrow pointing to the "Login" field. Another red box with the text "Then Click this Link" has an arrow pointing to the "Forgot password?" link.

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This is the Taleo Home Page!

To Complete your Self-Evaluation, Click the Performance Tab!

Always be sure to use the Logout Button when logging out of Taleo!



### Employee Information [Edit](#)

Name: **DAWN ELIZABETH GILKERSON**      Email: **dgilkerson@aspenhospital.org**  
 Employee Code: **1431**      Phone #: **970-876-7205**  
 Street Address1: **0227 RIO BRAVO STREET**      City: **SILT**  
 State/Territory:      ZIP/Postal Code: **81652**  
 Hired Date: **6/11/01**

Look Here if you are asked to complete a 360 review on another employee!!

Multi-rater Action Required ▾

### Multi-rater Feedback Requests

<a href="#">Employee Name</a>	<a href="#">Title</a>	<a href="#">Multi-rater Feedback Status</a>	<a href="#">Multi-rater Due Date</a>	<a href="#">Requested By</a>	<a href="#">Actions</a>
ANNISTON, JENNIFER	AAA - RN Template	Manager Assigned	5/6/11	MILLER, ALICIA	<a href="#">View</a> ▾
ANNISTON, JENNIFER	SUR - Operating Room Registered Nurse	Manager Assigned	5/6/11	MILLER, ALICIA	<a href="#">View</a> ▾

To complete your Self-Evaluation, click the tab at the top of the screen that says "Performance".



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Multi-Rater Requests are located on the Home Page!

### Employee Information [Edit](#)

Name: **DAWN ELIZABETH GILKERSON**

Email: **dgilkerson@aspenhospital.org**

Employee Code: **1431**

Phone #: **970-876-7205**

Street Address1: **0227 RIO BRAVO STREET**

City: **SILT**

State/Territory:

ZIP/Postal Code: **81652**

Hired Date: **6/11/01**

Multi-rater Action Required ▼

### Multi-rater Feedback Requests

<a href="#">Employee Name</a>	<a href="#">Title</a>	<a href="#">Multi-rater Feedback Status</a>	<a href="#">Multi-rater Due Date</a>	<a href="#">Requested By</a>	<a href="#">Actions</a>
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ANNISTON, JENNIFER	SUR - Operating Room Registered Nurse	Manager Assigned	5/6/11	MILLER, ALICIA	<a href="#">View</a> ▼

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This is the employee that you have been asked to provide feedback on!

Due date of the Multi-Rater!

Manager requesting feedback!

Click this arrow, you can "View" or "Edit" the Multi-Rater. Click "Edit" to complete the Multi-Rater!

Home

Performance

Settings

This is the Performance Page where you will complete your Self-Evaluation!

Always be sure to use the Logout button when logging out of Taleo!

Name: DAWN ELIZABETH GILKERSON

Employee Code: 1431

Job Title: SENIOR HUMAN RESOURCES SPECIALIST

Manager Name: MILLER, ALICIA

This is your Self Evaluation that needs to be completed!

EWS - Active Reviews

### Reviews

Due Date	Review Code	Review Manager	Review Type	Multi-rater Feedback	Employee Review Actions
5/27/11		MILLER, ALICIA	Annual	No Multi-raters	<a href="#">View</a>

EWS - Active Employee Goals

### Employee Goals [New Goal](#)

No Goals available

This is the date the Self Evaluation must be completed!

Click this arrow, you can "View" or "Edit" your Self Evaluations, Click "Edit" to complete your evaluation!

---

## Multi-rater Review - Feedback Request

---

You have been requested to participate in a Multi-rater Review

Employee Name: **JENNIFER ANNISTON**

Review Title: **AAA - RN Template**

Due Date: **5/27/11**

Reports To: **ALICIA MILLER**

---

If you would like to decline to participate, please enter your comment in the space below and click 'Decline'. To participate, please enter your feedback in the spaces provided below and click 'Submit'

[Check Spelling](#)

---

### Employee Competencies

---

#### *AVH Core Values*

---

Competency: **Core Value - Accountability**

Competency Factors:

Takes responsibility for his/her actions, abides by the hospital's guiding philosophies and policies, and follows through on commitments and physician orders.:

Provides complete and accurate information to the Physician and/or other members of the work team.:

Takes personal pride and ownership in the quality of care and services provided to all internal and external customers.:

Comments:

[Check Spelling](#)

---

Competency: **Core Value - Integrity**

Competency Factors:

Truthful, trustworthy, and principled.:

Demonstrates character, conviction, and honest and ethical behavior in all interactions with others.:

Employee's word can be trusted.:

← **Select Rating**

**Make comments**

Behavior is consistent with these  
AVH Core Values.:

Comments:

[Check Spelling](#)

---

Competency: **Core Value - Patient Centered**

Competency Factors:

Passionate about patient care,  
creating positive impressions on a  
consistent basis and exceeding our  
patients' expectations.:

Exhibits courtesy and sensitivity to  
the needs of patients and their  
families, responds with a sense of  
urgency to patient problems,  
anticipates patient requirements,  
responds proactively and places the  
patient's safety above all else.:

Comments:

[Check Spelling](#)

---

Competency: **Core Value - Teamwork**

Competency Factors:

Works collaboratively with physicians  
and other staff and assists whenever  
possible.:

Openly shares information, provides  
feedback and participates in  
appropriate decision making as part of  
a team of healthcare professionals.:

Hospital and departmental objectives  
are placed ahead of individual  
agendas.:

Comments:

[Check Spelling](#)

---

Competency: **Core Values - Respect for Others**

Competency Factors:

Actively listens to others, takes  
other opinions into account, and  
communicates openly and honestly.:

Demonstrates respect for others by  
being timely with communications,  
completion of tasks, and meeting  
attendance.:

Respectful of all physicians,  
colleagues, patients, visitors and other  
stakeholders.:

Comments:

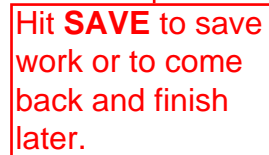
[Check Spelling](#)

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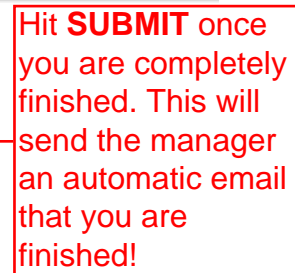
## General Comment

---

[Check Spelling](#)



Hit **SAVE** to save work or to come back and finish later.



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Always use the Logout button when logging out of Taleo!

Logout

Home

Performance

Settings

Name: DAWN ELIZABETH GILKERSON

Employee Code: 1431

Job Title: SENIOR HUMAN RESOURCES SPECIALIST

Manager Name: MILLER, ALICIA

You will need to rate yourself on each section of the evaluation. Add comments if you rate yourself with anything other than "Meets Standards."

### Edit Performance Review

#### Review Data

Red = Required Information

Review Code:

Review Manager: ALICIA MILLER

Due Date: 5/27/11

Job Title: SENIOR HUMAN RESOURCES SPECIALIST

Status: New

Calculated Employee Rating: Needs Improvement/Developing

#### Employee Data

Employee Code: 1431

Department: HUMAN RESOURCES

First Name: DAWN ELIZABETH

Manager Name: MILLER, ALICIA

Last Name: GILKERSON

Start Date:

#### AVH Core Values (Weight:50.00%) Needs Improvement/Developing

Description:

##### Accountability Needs Improvement/Developing

Not Applicable

Takes responsibility for his/her actions, abides by the hospital's guiding philosophies and policies, and follows through on commitments and physician orders.

Employee Comments

Slide the bar to select rating!

Needs Improvement/Developing

Provides complete and accurate information to the Physician and/or other members of the work team.

Check Spelling

Meets

Takes personal pride and

ownership in the quality of care and services provided to all internal and external customers.

**IntegrityMeets**

Exceeds <input type="range"/>	Truthful, trustworthy, and principled.	Employee Comments
Outstanding <input type="range"/>	Demonstrates character, conviction, and honest and ethical behavior in all interactions with others.	
No selection made <input type="range"/>	Employee's word can be trusted.	<a href="#">Check Spelling</a>
No selection made <input type="range"/>	Behavior is consistent with these AVH Core Values.	

 **Make Comments!**

**Patient CenteredNo selection made**

No selection made <input type="range"/>	Passionate about patient care, creating positive impressions on a consistent basis and exceeding our patients' expectations.	Employee Comments
No selection made <input type="range"/>	Exhibits courtesy adn sensitivity to the needs of patients and their families, responds with a sense of urgency to patient problems, anticipates patient requirements, responds proactively and places the patient's safety above all else.	<a href="#">Check Spelling</a>

**TeamworkNo selection made**

No selection made <input type="range"/>	Works collaboratively with physicians and other staff and assists whenever possible.	Employee Comments
No selection made <input type="range"/>	Openly shares information, provides feedback and participates in appropriate decision making as part of a team of healthcare professionals.	<a href="#">Check Spelling</a>
No selection made <input type="range"/>	Hospital and departmental objectives are placed ahead of individual agendas.	

**Respect for OthersNo selection made**

No selection made <input type="range"/>	Actively listens to others, takes other opinions into account, and communicates openly and honestly.	Employee Comments
No selection made <input type="range"/>	Demonstrates respect for others by being timely with communications, completion of tasks, and meeting attendance.	<a href="#">Check Spelling</a>
No selection made <input type="range"/>	Respectful of all physicians, colleagues, patients, visitors and	

other stakeholders.

**Essential Functions (Weight:45.00%)No selection made**

Description:

**CR Admin Assistant / Graphic DesignerNo selection made**

No selection made		Employee Comments
<input type="text"/>	Assists with development and production of special events, including community sponsorships/event booths.	
<input type="text"/>	Provides creative and graphic design services for the hospital as needed.	
<input type="text"/>	Participates in the production and distribution of written materials as requested.	<a href="#">Check Spelling</a>
<input type="text"/>	Serves as administrative assistant to Community Relations Director and administrative office as needed.	

**Professional Functions (Weight:5.00%)No selection made**

Description:

**Compliance with Rules, Regs & PoliciesNo selection made**

No selection made		Employee Comments
<input type="text"/>	Records documentation in accordance with regulatory requirements, professional standards and hospital policy, as well as adheres to federal, state and hospital rules and regulations concerning HIPAA privacy and security.	
<input type="text"/>	Participates in required training for compliance related activities (HIPAA Compliance, patient safety, TJC, etc.) and adheres to guidelines.	<a href="#">Check Spelling</a>

**Employee Goals (Section calculation excluded)**

No employee goals are available for this review

**Overall Comments**

Employee Comments:

[Check Spelling](#)

Be sure to print your name when you are finished!

Don't forget the date!

EWS Review Sign Off

Employee Signature: \_\_\_\_\_ Employee Signature Date: \_\_\_\_\_

EWS - Active Employee Goals

Employee Goals [New Goal](#)

No Goals available

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Hit **SAVE** if you need to complete the evaluation at a later time. All your work will be saved!

Hit **SUBMIT** once you are completely finished. This will send an automatic email to your manager!

Once your self-evaluation is Submitted to your manager, you will no longer be able to make any changes!!

[Home](#)

[Performance](#)

[Settings](#)

You can reset your password and login from this page!

Always use the Logout button when logging out of Taleo!

This section will allow you to set new password

Current Password

New Password

Retype New Password

This section will allow you to set a new user name. This will be the name you login to this website with in the future.

Current Login

Current Password

New Login

Retype New Login