

Employee Evaluation and Performance Review

Employee Name:
Position:

Date:
Date of last review:

This evaluation is to communicate the status of your job performance. This evaluation is based on a scale from 0-5 and is defined below:

5. Excellent
4. Above average
3. Satisfactory
2. Needs improvement
1. Unacceptable

The evaluation is based on your overall performance as well as task specific performance based on your position. You will receive a rating in each category. You will be given an average rating for each evaluation.

This evaluation is to provide you the opportunity to ask questions and assess the areas that you can improve. The review is confidential as it is related to you and your performance only. There is an area for comments from both the doctors/manager and for you. If you do not have any comments, please indicate this in that area.

Once you have completed your review of the evaluation with a doctor/manager, please sign below.

_____ Employee Signature

_____ Management Signature

Overall Performance Review

_____	Initiative	Follows through and does not need constant supervision/ solution driven and strong problem solving skills
_____	Team player	Demonstrates the ability to work well with other team members and initiate cooperation
_____	Able to adapt	Implements new policies with ease/ open to new ideas and change in the practice
_____	Shares knowledge	Willing to share ideas and information among team members and patients
_____	Dependability	Never tardy/ reliable/ aware of working schedule and is efficient with managing time
_____	Organization	Prioritizes tasks/ keeps work area orderly/ plans in advance
_____	Appearance	Demonstrates appearance consistent with the practice image/ wears complete uniform
_____	Judgment	Follows practice standards and makes consistent decisions
_____	Job knowledge	Understanding of procedures and duties
_____	Production	Provides quality in task performance/ finds tasks to perform during slower patient time

_____ Professionalism Demonstrates a positive attitude and treats others with respect/ keeps personal issues outside of the work atmosphere

_____ Communication Communicates appropriately with team members and patients/ does not gossip

Average Performance Rating: _____ Employees Initials: _____

Comments

Doctors/Management comments on specific areas:

Employee Comments: (by leaving blank, you acknowledge that you have no further comment on the evaluation)