

EVALUATION FORM

Employee Name: _____

Position: _____

Supervisor Name: _____

Date: _____

Rating Period from _____ to _____

RATING VALUES:									
O=OUTSTANDING; E=EXCEEDS REQUIREMENTS; M=MEETS REQUIREMENTS; N=NEEDS IMPROVEMENT; U=UNSATISFACTORY									
CHECK AS APPROPRIATE					OUTSTANDING	EXCEEDS REQUIREMENTS	MEETS REQUIREMENTS	NEEDS IMPROVEMENT	UNSATISFACTORY
O	E	M	N	U					
					1. JOB KNOWLEDGE				
					Broad knowledge of the position and its relationship to others in the practice.	Good knowledge of position and its relationship to others in the practice.	Enough knowledge to perform routine aspects of job. Sometime must seek advice of others.	Often requires advice from others to perform even routine aspects of position.	Cannot perform even the most routine tasks.
					2. QUALITY OF WORK				
					Produces exceptional, precise, well organized quality work.	Produces high quality work.	Produces acceptable quality of work.	Work quality is below acceptable standards.	Work falls considerably short of acceptable standards.
					3. PATIENT INTERACTION				
					Displays exceptional skill in communicating with patients and managing difficult situations.	Communicates well with patients and displays tact in handling difficult situations.	Satisfactory skill in communicating with patients and managing difficult situations.	Skill in communicating with patients and managing difficult situations is below acceptable standards.	Unsatisfactory level of skill in communicating with patients and managing difficult situations.
					4. PUNCTUALITY AND ATTENDANCE				
					Always punctual and has few absences.	Employee is punctual with good attendance record.	Employee meets attendance and tardiness requirements.	Employee is below attendance and tardiness requirements.	Employee is considerably below attendance/tardiness requirement.
					5. COOPERATION				
					Exceptionally willing employee. Always works well with others.	Willing employee. Works well with others.	Cooperation of employee is at satisfactory level.	Cooperation level is in need of improvement.	Cooperation level well below acceptable standards.
					6. RELATIONSHIPS				
					Maintains outstanding relationships with employees, physicians and/or patients.	Maintains very good relationships with employees, physicians and/or patients.	Maintains satisfactory relationships with employees, physicians and/or patients.	Relationships with employees, physicians and/or patients needs improvement.	Relationships with others are far below acceptable standards.
					7. ATTITUDE				
					Displays outstanding level of enthusiasm and interest about the job and practice.	Usually displays enthusiasm and interest towards job and practice.	Displays satisfactory level of enthusiasm and interest.	Level of enthusiasm and interest needs improvement.	Level of enthusiasm and interest far below acceptable standards.

EVALUATION FORM (Continued)

CHECK AS APPROPRIATE					OUTSTANDING	EXCEEDS REQUIREMENTS	MEETS REQUIREMENTS	NEEDS IMPROVEMENT	UNSATISFACTORY
O	E	M	N	U					
8. INITIATIVE									
					Displays outstanding level of initiative with little or no supervision.	Displays very good level of initiative with little or no supervision.	Displays satisfactory level of initiative with little or no supervision.	Level of initiative needs improvement.	Level of initiative far below acceptable standards.
10. COMMUNICATION									
					Exceptionally effective in all phases of communication.	Good communication skills.	Communication at a satisfactory level.	Communication skills are below standards.	Communication skills are far below standards.
11. PLANNING AND ORGANIZATION									
					Assigns priorities exceptionally well. Anticipates problems.	Assigns priorities well. Usually meets goals on time.	Plans and organizes at a satisfactory level.	Planning and organization ability needs improvement.	Planning and organization ability far below acceptable level.
12. AWARENESS OF PRACTICE PHILOSOPHY AND PATIENT SERVICES									
					Exceptional. Often makes suggestions to improve patient relations and services. Demonstrates a thorough understanding of practice philosophy in patient care.	Good awareness of practice philosophy and patient services.	Satisfactory awareness of practice philosophy and patient services.	Awareness of practice philosophy and patient services needs improvement.	Awareness of practice philosophy and patient services is below acceptable level.

EVALUATOR'S COMMENTS

Areas where improvement is needed: _____

Specific goals for upcoming year: _____

Other: _____

Prepared by: _____

EMPLOYEE'S COMMENTS

Date: _____ Signature: _____

