



Solving Legal and Business Problems of Health Care Providers for Over 30 Years

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## Employee Evaluation Form

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Date \_\_\_\_\_

Rating Period from \_\_\_\_\_ to \_\_\_\_\_. Date of Last Raise: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Pr. \_\_\_\_\_

This Raise Effective: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Pr. \_\_\_\_\_

### 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					
<b>1. JOB KNOWLEDGE</b>									
					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.
<b>2. QUALITY OF WORK</b>									
					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.
<b>3. PATIENT INTERACTION</b>									
					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.

<b>4. PUNCTUALITY AND ATTENDANCE</b>					
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						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 requirement.	Employee is considerably below attendance/tardiness requirement.
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<b>5. COOPERATION</b>					
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						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.
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<b>6. RELATIONSHIPS</b>					
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						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 need improvement.	Relationships with others are far below acceptable standards.
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<b>7. ATTITUDE</b>					
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						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.
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<b>CHECK AS APPROPRIATE</b>	<b>OUTSTANDING</b>	<b>EXCEEDS REQUIREMENTS</b>	<b>MEETS REQUIREMENTS</b>	<b>NEEDS IMPROVEMENT</b>	<b>UNSATISFACTORY</b>
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<b>8. INITIATIVE</b>					
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						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.
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<b>9. COMMUNICATION</b>					
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						Exceptionally effective in all phases of communication.	Good communication skills.	Communicates at a satisfactory level.	Communication skills are below standards.	Communication skills are far below standards.
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<b>10. DEPENDABILITY/DECISION-MAKING</b>					
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						Extremely reliable and consistent in making sound decisions.	Very reliable and consistent in making sound decisions.	Reliability and consistency in making sound decisions at satisfactory level.	Reliability and consistency in making decisions needs improvement.	Reliability and consistency in making decisions is far below acceptable standards.
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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.
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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.
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**EVALUATOR'S COMMENTS**

Areas where improvement is needed

Specific goals for upcoming year

Other

Prepared by:

**EMPLOYEE'S COMMENTS**

Date:

Signature:

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