

Performance Evaluation - Sample

Employee: Sally, CA

Today's Date: 00/00/0000

Hire Date: Dec. 10 (3 yrs)

Last Review Date: 6 Months Ago

The following questions pertain to the previous 6 months:

1. What are your top 3 responsibilities?

1. Ran the front desk/reception

2. Patient Visits

3. Insurance Billing

2. What new responsibilities have you taken on?

I received my x-ray technician license and can now take x-rays

Insurance department

3. How would you describe your success, with your current responsibilities?

I enjoy helping patients get great results

4. Which part of your current responsibilities do you enjoy the most? (Please indicate why.)

I enjoy delivering the Report of Findings and setting up new care plans for patients

5. Which part of your current role do you enjoy the least?

I struggle with financial arrangements and creating modified care plans during RDTs

6. What would be the perfect role for you?

Running the reception and making sure the office runs smoothly during patient times

7. What is your main focus for the future?

Work more closely with patients so they don't discontinue care

Performance Evaluation - Sample

Please rate yourself, in the following areas of performance (1 = Poor, 4 = Excellent):

	1	2	3	4
Punctuality:				X
Appearance:				X
Attitude:				X
Enthusiasm:				X
Initiates own tasks:			X	
Works well with others:				X
Is willing to change:			X	
Completes given tasks:				X
Looks for ways to improve:			X	
Referrals for Chiropractic Care:				X
Overall job skills:				X
Participates in meetings:				X
Shows improvement since previous evaluation:			X	

Please answer the following questions by checking the choices at right:

	Strongly Agree	Agree	Disagree	Strongly Disagree
I know what is expected of me at work.	X			
I have the materials to do my best every day.		X		
In the past 7 days, I've received recognition/praise.	X			
My co-workers seem to care about me.	X			
Someone at work encourages my development.		X		
My opinions seem to count.		X		
My co-workers are committed to doing quality work.	X			
In the past 6 months, I've had opportunities to grow.		X		
In the past 6 months, we have discussed my progress.		X		

This section below to be completed by employer only:

1. Areas of success: Great positive energy with team and patients

2. Areas of improvement: Follow scripts when being introduced to deliver Report of Findings

3. Action as a result of evaluation: Continue training in Insurance Department. Cross Train new staff

4. Overall grade: **A** **B** **C**
 I.E. A = Continue Current Actions B = Mild Improvement Required C = Immediate Improvement Required