

EMPLOYEE PERFORMANCE EVALUATION

Employee Name - Last, First, Initial		Employee I.D. No.
Title	Date Appointed to Title	Unit
Period Covered by this Evaluation From: _____ To: _____	Type of Evaluation <input type="checkbox"/> Promotion <input type="checkbox"/> Annual <input type="checkbox"/> Probation <input type="checkbox"/> Exit <input type="checkbox"/> _____	
Evaluation Prepared By	Title	

INSTRUCTIONS: *In terms of duties listed, please utilize the checklist to appraise the performance of each employee. For each set of items, select the group of words which best describes your judgment of the employee. The employee's overall performance should be considered rather than evaluating on the basis of an isolated incident. Avoid allowing one factor of the employee's performance which may be good to influence another factor which should be improved upon, or one factor which is weak to influence another factor which is good.*

KNOWLEDGE OF JOB Consider extent of employee's knowledge of current job. Does employee know what to do and why?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exceptional knowledge /information	Knows what to do and how to do it with minimal supervision	Sometimes handicapped by gaps in knowledge/information	Requires help even on routine matters
Comments:				

QUALITY OF WORK Consider ability to produce work which is of high quality-neat, thorough, regardless of volume.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate amount of work requires re-doing	Does complete and accurate job in all respects	Errors/omissions serious and frequent	Work is usually acceptable very few errors/omissions
Comments:				

QUANTITY OF WORK Consider amount of work produced under normal conditions and extent to which employee meets expected deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Amount of work inadequate	Amount of work completed sometimes below average	Turns out good volume of work	Consistently turns out very large volume of work
Comments:				

RELATIONS WITH PATIENT/PUBLIC Consider whether employee is courteous, sensitive to feelings and interests of patients and/or public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Courteous and responsive to patients and public	Ineffective or inconsiderate in dealing with patients and public	Unusually effective in relations with patients and public	Occasionally tactless or uncooperative
Comments:				

JUDGMENT Consider ability to make decisions and to use resources to best advantage. Does employee know when to seek advice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has some difficulty in making necessary and sound judgment	Anticipates problems and independently takes appropriate action	Generally knows what should be done and how to go about it	Makes frequent errors in judgment
Comments:				

ADAPTABILITY Consider the speed with which employee learns and amount of training needed to teach new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Receptive to new instructions/ideas and applies them quite quickly	Very slow in grasping new instructions/ideas, even with constant supervision	Experiences some difficulty in grasping new instructions/ideas without follow up	Immediately grasps new instruction/ ideas and applies them in work
Comments:				

RELIABILITY Consider ability of employee to get work out, especially under pressure and to follow through to completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cannot be relied upon to carry out assignments without constant prodding and checking	Fulfills commitments with normal supervision	Handles even difficult problems with little or no supervision	Occasionally fails to complete assignments. Needs direction