



Performance Evaluation Form

Name
Position
Coordinator
Date

Outstanding	Exceeds Requirements	Meets Requirements	Needs Improvement	Unsatisfactory
Patient Interaction				
Displays exceptional skill in communicating with patients and managing difficult situations.	Communicates well with patients and displays tact in handling difficult situations.	Acceptable skills 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.

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 requirement.	Employee is considerably below attendance/tardiness requirement.

Team Cooperation/Communication				
Exceptionally willing team member. Effective with all phases of communication. Always works well with others.	Willing team member. Good communication skills. Works well with others.	Cooperation of team member is at an appropriate level. Communicates with acceptable effectiveness.	Cooperation level is in need of improvement. Communication skills are below standards.	Cooperation level well below acceptable standards. Communication skills are far below standards..

Initiative				
Displays outstanding level of initiative with little or no supervision.	Displays very good level of initiative with little or no supervision.	Displays an appropriate level of initiative with little or no supervision.	Level of initiative needs improvement.	Level of initiative far below acceptable standards.

Planning and Organization				
Assigns priorities exceptionally well. Anticipates problems and solutions. Always meets goals on time.	Assigns priorities well. Usually meets goals on time.	Plans and organizes at an appropriate level.	Planning and organization ability needs improvement.	Planning and organization ability far below acceptable level.

STAFF

Name:

Date:

Outstanding	Exceeds Requirements	Meets Requirements	Needs Improvement	Unsatisfactory
Followthrough and Dependability				
Extremely dependable and trustworthy. Accepts all assignments. Always performs as expected.	Completes work with little supervision. Will complete occasional special projects.	Can be relied on to complete all aspects of job.	Occasionally leaves jobs incomplete.	Frequently does not complete a job.

Professional Appearance and Habits				
Always properly dresses for the job. Personal habits are always professional.	Exhibits proper appearance and habits.	Usually properly dressed and groomed. Usually displays professional personal habits.	Occasionally sloppy appearance and/or occasionally displays offensive habits.	Frequently displays offensive habits and unprofessional appearance.

Innovation				
Very Innovative. Constantly offers imaginative suggestions for improving operations.	Often suggests beneficial changes and profit/cost improvements.	Has offered suggestions for improving methods and procedures.	Rarely suggests new ideas or improvements methods.	Never offers a new procedure or new ideas.

Job Knowledge				
Broad, extensive knowledge to perform all aspects of the position.	Good knowledge to perform all aspects of the position.	Enough knowledge to perform routine aspects of job. Sometimes must seek advice of others.	Often requires advice from others to perform even routine aspects of position.	Cannot perform even the most routine tasks.

Job Performance				
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.

STAFF

Name:

Date:

Opportunities:

Specific Goals for next appraisal period:

Accomplishments:

Staff Signature: _____

Coordinator Signature: _____

Dated: _____

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HR