

Self-evaluation form

Your name _____ Position _____

Date of employment _____ How long in present position: Years _____ Months _____

Attendance record

Number of days absent this year _____ Approved days _____ Unauthorized days _____

Number of days absent last year _____ Approved days _____ Unauthorized days _____

Number of days late this year _____ Number of days late last year _____

Attendance is (check one): Excellent Good Poor

Work performance

In sections A through E, rate your job performance by circling a number

A. Quality of work

- 1—Consistently produce extremely neat and accurate work. Require minimum supervision.
- 2—Work is very neat and accurate. Require little supervision.
- 3—Quality of work is good. Make few mistakes.
- 4—Produce work that is passable, although quality needs improvement.
- 5—Make frequent errors; frequently produce work that is not acceptable.

Comments: _____

B. Quantity of work

- 1—Superior work production record. Frequently complete job ahead of schedule.
- 2—Very good producer. Meets schedules on all assignments. Do more than required.
- 3—Volume of work is satisfactory. Most assignments completed on time.
- 4—Require close supervision in order to complete assignment on time.
- 5—Very slow. Seldom complete assignments in required time.

Comments: _____

C. Job knowledge

- 1—Understand all phases of work. Completely mastered duties and carry them out skillfully.
- 2—Have very good knowledge of job functions and perform them well.
- 3—Understand most job functions. Require minimum supervision.
- 4—Show understanding of job but require help and instruction in some phases of work.
- 5—Lack sufficient understanding of job functions to perform duties effectively.

Comments: _____

D. Staff relations

- 1—Go out of way to cooperate and assist. Work very well with others.
- 2—Willing to provide assistance. Alert to needs of others. Quick to respond.
- 3—Work well with others and takes direction. Cooperative.
- 4—Usually cooperative. May occasionally exhibit problems in this area.
- 5—Poor attitude. Unfriendly and uncooperative in contacts with others.

Comments: _____

E. Patient and client relations

- 1—Extremely good in dealing with people. Goes out of the way to be helpful and courteous.
- 2—Consistently very good with patients. Leave them with a good feeling towards the office.
- 3—Deal effectively with patients.
- 4—Attitude and behavior not consistently effective.
- 5—Frequently rude or blunt. Lack tact.

Comments: _____

List:

Four essential items that you're doing well.

1.) _____ 2.) _____

3.) _____ 4.) _____

Four essential items that need improvement:

1.) _____ 2.) _____

3.) _____ 4.) _____

Your signature _____ Date _____