

# CAMBRIDGE

DENTAL PRACTICE CONSULTANTS



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## DENTAL EMPLOYEE EVALUATION FORM

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

Title \_\_\_\_\_ Div / Dept \_\_\_\_\_

Time in present position \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date of Review \_\_\_\_\_ Date of last review \_\_\_\_\_

### Instructions:

1. Review employee's performance for the entire period; try to refrain from basing judgments on recent or isolated events only. Disregard your general impression of the employee and concentrate on rating one factor at a time.
2. Consider the employee on the basis of the standards expected to be met for the job the employee is assigned based on the length of time in the job. Rate the employee on how well the requirements of the job are fulfilled.
3. Place a check in the category that best describes the employee's performance in that factor since the last appraisal (or date of hire if this is the employee's first review).
4. Keep in mind the relative importance of the factors will vary according to the position.
5. After rating the employee on each factor, enter appropriate comments to support your rating.

### Definitions:

**Outstanding** – far exceeds requirements of the job.

**Very Good** - usually exceeds job requirements

**Satisfactory** - meets all job requirements

**Fair** - meets minimum job requirements

**Unsatisfactory**- falls well below requirements of the job and is unacceptable

1. Accountability – Accepts responsibility for actions and/or accomplishments.

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Fair \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

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Examples:

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2. Punctuality & Attendance – Rarely absent, works required hours, arrives punctually.

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Fair \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

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Examples:

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3. Decision-Making – Demonstrates effective decision-making skills.

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Fair \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

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Examples:

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4. Appearance of Work Area – General appearance of employee’s work area is kept neat and orderly.

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Fair \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

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Examples:

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5. Job Knowledge – Possesses, applies and demonstrates proficiency in the necessary common and technical knowledge required for the position.

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Fair \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

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Examples:

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6. Quality of Work – Consider neatness, thoroughness & accuracy of the work the employee produces.

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Fair \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

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Examples:

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7. Policy and Procedures – Follows organization’s policies and procedures.

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Fair \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

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Examples:

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8. Completion of Assignments – Works effectively with given workload to successfully meet stated deadlines.

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Fair \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

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Examples:

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9. Cooperation – Employee’s ability and willingness to work with associates, supervisors & management toward common goals.

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Fair \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

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Examples:

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10. Enforce Safety Practices – Follows safety rules and demonstrates safe work practices

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Fair \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

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Examples:

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Supervisor's Remarks and Recommendations:

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Specific Development Plan/Goals:

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Employee Comments:

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Employee Signature

Date

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**Performance Related to Position Requirements:**

Check the category that best summarizes the employee's overall performance. (Do not discuss any compensation action or the appraisal with the employee until you have been notified of its approval)

\_\_\_\_\_ Outstanding: Performance has been clearly distinguished in all aspects of the position.

\_\_\_\_\_ Exceeds Expectations: Performance has been exceptional in the major aspects of the position.

\_\_\_\_\_ Meets Expectations: A fully competent, highly valued performer

\_\_\_\_\_ Needs Improvement: Performance has been below the standards and requirements of the position.

\_\_\_\_\_ Not Effective: Performance has been well below standard and is unacceptable.

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Evaluated by

Date

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Reviewed by

Date