

EVALUATION OF EMPLOYEE

Employee Name: _____ Department: _____ Job Title: _____

Review Period: _____ ☐ Probationary ☐ Periodic/Interim ☐ Annual ☐ Termination ☐ Other: _____

CRITERIA	OUTSTANDING	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	IMPROVEMENT NEEDED	UNSATISFACTORY
JOB KNOWLEDGE/SKILLS Knowledge of policies and procedures Competent with required skills Competent with equipment _____	<input type="checkbox"/> 15 Consistently <input type="checkbox"/> 14 Usually <input type="checkbox"/> 13 Sometimes	<input type="checkbox"/> 12 Consistently <input type="checkbox"/> 11 Usually <input type="checkbox"/> 10 Sometimes	<input type="checkbox"/> 9 Consistently <input type="checkbox"/> 8 Usually <input type="checkbox"/> 7 Sometimes	<input type="checkbox"/> 6 Consistently <input type="checkbox"/> 5 Usually <input type="checkbox"/> 4 Sometimes	<input type="checkbox"/> 3 Consistently <input type="checkbox"/> 2 Usually <input type="checkbox"/> 1 Sometimes
DEPENDABILITY/ATTENDANCE Works hours as scheduled Punctual – on time Follows dress code Trustworthy/reliable _____	<input type="checkbox"/> 15 Consistently <input type="checkbox"/> 14 Usually <input type="checkbox"/> 13 Sometimes	<input type="checkbox"/> 12 Consistently <input type="checkbox"/> 11 Usually <input type="checkbox"/> 10 Sometimes	<input type="checkbox"/> 9 Consistently <input type="checkbox"/> 8 Usually <input type="checkbox"/> 7 Sometimes	<input type="checkbox"/> 6 Consistently <input type="checkbox"/> 5 Usually <input type="checkbox"/> 4 Sometimes	<input type="checkbox"/> 3 Consistently <input type="checkbox"/> 2 Usually <input type="checkbox"/> 1 Sometimes
QUALITY OF WORK Accuracy Empathetic Neat Respectful Thorough Positive attitude Confidentiality _____	<input type="checkbox"/> 15 Consistently <input type="checkbox"/> 14 Usually <input type="checkbox"/> 13 Sometimes	<input type="checkbox"/> 12 Consistently <input type="checkbox"/> 11 Usually <input type="checkbox"/> 10 Sometimes	<input type="checkbox"/> 9 Consistently <input type="checkbox"/> 8 Usually <input type="checkbox"/> 7 Sometimes	<input type="checkbox"/> 6 Consistently <input type="checkbox"/> 5 Usually <input type="checkbox"/> 4 Sometimes	<input type="checkbox"/> 3 Consistently <input type="checkbox"/> 2 Usually <input type="checkbox"/> 1 Sometimes
COOPERATION With supervisor(s) With coworkers within and outside of department With patients/families Helps others as needed Flexible – handles change _____	<input type="checkbox"/> 15 Consistently <input type="checkbox"/> 14 Usually <input type="checkbox"/> 13 Sometimes	<input type="checkbox"/> 12 Consistently <input type="checkbox"/> 11 Usually <input type="checkbox"/> 10 Sometimes	<input type="checkbox"/> 9 Consistently <input type="checkbox"/> 8 Usually <input type="checkbox"/> 7 Sometimes	<input type="checkbox"/> 6 Consistently <input type="checkbox"/> 5 Usually <input type="checkbox"/> 4 Sometimes	<input type="checkbox"/> 3 Consistently <input type="checkbox"/> 2 Usually <input type="checkbox"/> 1 Sometimes
QUANTITY OF WORK Productivity Seeks out additional tasks when own assignment is complete Completes all assigned tasks _____	<input type="checkbox"/> 15 Consistently <input type="checkbox"/> 14 Usually <input type="checkbox"/> 13 Sometimes	<input type="checkbox"/> 12 Consistently <input type="checkbox"/> 11 Usually <input type="checkbox"/> 10 Sometimes	<input type="checkbox"/> 9 Consistently <input type="checkbox"/> 8 Usually <input type="checkbox"/> 7 Sometimes	<input type="checkbox"/> 6 Consistently <input type="checkbox"/> 5 Usually <input type="checkbox"/> 4 Sometimes	<input type="checkbox"/> 3 Consistently <input type="checkbox"/> 2 Usually <input type="checkbox"/> 1 Sometimes
INITIATIVE Ingenuity Self-starter Planning Persistence Motivate Inspires others _____	<input type="checkbox"/> 15 Consistently <input type="checkbox"/> 14 Usually <input type="checkbox"/> 13 Sometimes	<input type="checkbox"/> 12 Consistently <input type="checkbox"/> 11 Usually <input type="checkbox"/> 10 Sometimes	<input type="checkbox"/> 9 Consistently <input type="checkbox"/> 8 Usually <input type="checkbox"/> 7 Sometimes	<input type="checkbox"/> 6 Consistently <input type="checkbox"/> 5 Usually <input type="checkbox"/> 4 Sometimes	<input type="checkbox"/> 3 Consistently <input type="checkbox"/> 2 Usually <input type="checkbox"/> 1 Sometimes
SELF IMPROVEMENT Works to improve Actively participates in training sessions Asks questions as needed Seeks out additional training Demonstrates awareness of training needs _____	<input type="checkbox"/> 15 Consistently <input type="checkbox"/> 14 Usually <input type="checkbox"/> 13 Sometimes	<input type="checkbox"/> 12 Consistently <input type="checkbox"/> 11 Usually <input type="checkbox"/> 10 Sometimes	<input type="checkbox"/> 9 Consistently <input type="checkbox"/> 8 Usually <input type="checkbox"/> 7 Sometimes	<input type="checkbox"/> 6 Consistently <input type="checkbox"/> 5 Usually <input type="checkbox"/> 4 Sometimes	<input type="checkbox"/> 3 Consistently <input type="checkbox"/> 2 Usually <input type="checkbox"/> 1 Sometimes

- ☐ **OUTSTANDING** = 92 to 105 points
☐ **EXCEEDS EXPECTATIONS** = 64 to 91 points
☐ **MEETS EXPECTATIONS** = 43 to 63 points
☐ **IMPROVEMENT NEEDED** = 22 to 42 points
☐ **UNSATISFACTORY** = 7 to 21 points

Recommend Continued Employment?

☐ Yes ☐ No, specify: _____

Next Evaluation

Date: _____

Record additional comments on reverse.

Evaluated by: _____ Date: _____ Employee: _____ Date: _____

Reviewed by: _____ Date: _____ Other: _____ Date: _____

EVALUATION OF EMPLOYEE

COMMENTS – Identify new goals/objectives, commitments, etc.

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