

Employee Evaluation & Wage Review

EMPLOYEE: _____ DATE: _____

TITLE: _____ TIME IN PRESENT POSITION: _____ DATE OF LAST REVIEW: _____

ATTENDANCE: _____ TARDIES: _____ UNEXCUSED: _____ EXCUSED: _____ VACATION: _____

SCORING:

EXCEEDS	MEETS	NEEDS IMPROVEMENT
71-90	41-70	0-40

GENERAL:

Exceeds Meets N.I.

FRONT OFFICE:

1 Accountability- Accepts responsibility for actions, answerable to consequences	3	2	1
2 Punctuality & Attendance- Rarely absent, arrives punctually, works required hours	3	2	1
3 Cooperation- Ability to get along with co-workers and management	3	2	1
4 Attitude/Respectfulness- Shows initiative, optimism, and politeness	3	2	1
5 Accepts Criticism- Ability to learn from suggestions and change behavior	3	2	1
6 Flexibility- Capacity to respond to changing situations and expectations	3	2	1
7 Policy & Procedures- Follows organization's policies and procedures	3	2	1
8 Completion of Assignments- Successfully completes tasks and meets all deadlines	3	2	1
9 Patient Interaction- Ensures high-quality care, respects patient's dignity and confidentiality	3	2	1
10 Quality of work- Thoroughness, accuracy, and neatness of one's work	3	2	1
11 Willingness to Develop Skills- Desire to take on challenges, learn new techniques	3	2	1
12 Communication Skills- Ability to convey information effectively and efficiently	3	2	1
13 Organizational Skills- Capacity to stay on track and use time in an effective way	3	2	1
14 Confidentiality- Does not discuss internal goings-on with co-workers	3	2	1
15 Appearance/Dress Code- Demonstrates a professional and well-kept appearance	3	2	1
16 Appearance of work area- Work area is kept neat and orderly	3	2	1
17 Conflict Resolution- Seeks constructive approaches to resolving workplace issues	3	2	1
18 Safety- Contributes to a safe and secure environment by following established procedures	3	2	1
19 Job Knowledge- Demonstrates working knowledge of dental procedures and oral health	3	2	1
20 OSHA & HIPPA Compliance- Understands regulations and performs tasks appropriately	3	2	1
21 Expense Management- Operates and uses supplies to maximize cost efficiency	3	2	1
22 Inventory- Ability to keep a well recorded stock of items used and needed	3	2	1
23 Availability- Employee is available to work any shift as needed by the company	3	2	1
TOTAL SCORE GENERAL - MAXIMUM 69			

BACK OFFICE:

24 Scheduling- Maximizes production by scheduling appointments	3	2	1
25 Computer Skills- Effectively navigates all computer programs necessary to complete tasks	3	2	1
26 Telephone Manner- Sounds professional & successfully uses supplied scripts/techniques	3	2	1
27 Case Presentations- Capacity to accurately prepare quotes and effectively present them	3	2	1
28 Patient Flow- Ability to keep schedule on time and limit patient waiting times	3	2	1
29 Insurance/EOBs- Capacity to read, understand, and process insurance breakdowns & EOBs	3	2	1
30 Office Tidiness- Actively keeps waiting rooms, bathrooms, & break room cleaned and stocked	3	2	1
TOTAL SCORE JOB SECTION - MAXIMUM 21			
24 Clinical Skills & Duties- Mastery of clinical procedures and daily maintenance duties	3	2	1
25 Patient Preparation- Prepares instruments & room, obtains radiographs, gains written consent	3	2	1
26 Chairside Manner/Gentleness- Performs procedures with minimum discomfort to the patient	3	2	1
27 Patient Treatment- Ability to accurately complete films, impressions, and necessary treatment	3	2	1
28 Charting Accuracy- Capacity to chart from dictation and complete procedure notes	3	2	1
29 Patient Dismissal- Provides post-op instruction, hands patient to front, sterilizes room/supplies	3	2	1
30 Lab- Completes cases with accuracy & urgency, does not leave cases unmarked or unfinished	3	2	1
TOTAL SCORE JOB SECTION - MAXIMUM 21			
TOTAL OVERALL SCORE – MAXIMUM 90			

Employee Evaluation & Wage Review

Summary

Employer's Remarks & Recommendations:

Specific Development Plan/Goals:

Employee's Comments:

SALARY REVIEW: Current wage per hour _____ New wage per hour _____

Employee Signature

Date

Employer Signature

Date