



PERFORMANCE EVALUATION

Employee Name:		Employment start date:	
Job Title:			
Appraisal period:		Last review date:	
Reviewer name:		Reviewer title:	
Type of Review (check one) ☐ Annual ☐ Special			

Rating Scale

1-Unsatisfactory • 2-Needs improvement • 3-Meets job requirements • 4-Exceeds job requirements • 5-Outstanding

Adaptability	1	2	3	4	5
Adapts to changes in the work environment					
Manages competing demands					
Accepts instruction and/or constructive feedback					
Changes approach or method to best fit the situation					

Comments:

Initiative	1	2	3	4	5
Undertakes self-development activities					
Seeks increased responsibilities					
Takes independent actions and calculated risks					
Looks for and takes advantage of opportunities					
Asks for help when needed					

Comments:

Job Knowledge	1	2	3	4	5
Competent in required job skills and knowledge					
Exhibits ability to learn and apply new skills					
Keeps abreast of changes in practice					
Requires minimal supervision					
Develops treatment plans with goals and outcomes					
Designs appropriate follow-up schedules					
Patient safety protocol is followed consistently					
Uses resources effectively					

Comments:

Judgment	1	2	3	4	5
Displays willingness to make decisions					
Exhibits sound and accurate judgment					
Supports and explains reasoning for decisions					
Contacts referral source as needed					
Makes timely decisions					

Comments:

Communications	1	2	3	4	5
Speaks clearly and persuasively					
Listens and gets clarification					
Responds well to questions					
Patient/Caregiver education performed and documented					

Comments:

Problem Solving	1	2	3	4	5
Identifies problems in a timely manner					
Gathers and analyzes information skillfully					
Develops alternative solutions					
Resolves problems in early stages					
Works well in group problem solving situations					

Comments:

Quality	1	2	3	4	5
Demonstrates accuracy and thoroughness					
Clinical notes are documented in established time frame					
Looks for ways to improve and promote quality					
Applies feedback to improve performance					
Completes all documentation in required time frame					
Maintains chart audit results compliance					
Timely counter signs charts as necessary					

Comments:

Teamwork	1	2	3	4	5
Establishes and maintains effective relations					
Exhibits tact and consideration					
Displays positive outlook and pleasant manner					
Offers assistance and support to co-workers					
Works cooperatively in group situations					
Works actively to resolve conflicts					

Comments:

Organization Support	1	2	3	4	5
Follows company policies and procedures					
Devices are delivered in established time frames					
Devices are completed according to prescription					
Supports organization's goals and values					
Benefits organization through outside activities					

Comments:

Signatures and Statements

Immediate Supervisor: _____ **Date:** _____

***Employee:** _____ **Date:** _____

*Signature acknowledges that the appraisal was discussed with employee; it does not necessarily signify employee's agreement with the appraisal.

Overall Annual Performance Rating

(Circle one rating below)

- | | |
|--------------------------------|--|
| 5 Exceptional | Consistently superior and significantly exceeded expectations for the position. |
| 4 Highly Effective | Frequently exceeded expectations for the position. |
| 3 Proficient/Successful | Met expectations for the position. |
| 2 Inconsistent | Met some, but not all expectations for the position. Performance improvement process should be initiated. |
| 1 Unsatisfactory | Consistently failed to meet minimum expectations for the position. Individual lacks or did not apply knowledge, skills, or behavior expected for the position. Performance improvement process should be initiated. |
| N/A New | Individual has not been in position long enough to fully demonstrate the competencies required for the position. This appraisal is provided for feedback purposes. Individual will, therefore, be formally reviewed and rated at a later agreed upon date. |