

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- Is rarely absent, arrives punctually, works required hours	3	2	1
3 Cooperation- Has ability to get along with coworkers and management	3	2	1
4 Attitude/Respectfulness- Shows initiative, optimism, and politeness	3	2	1
5 Accepts Criticism- Has ability to learn from suggestions and change behavior	3	2	1
6 Flexibility- Has 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 patients' dignity and confidentiality	3	2	1
10 Quality of Work- Is thorough, accurate, and neat in work	3	2	1
11 Willingness to Develop Skills- Desires to take on challenges and learn new techniques	3	2	1
12 Communication Skills- Conveys information effectively and efficiently	3	2	1
13 Organizational Skills- Has capacity to stay on track and use time effectively	3	2	1
14 Confidentiality- Does not discuss internal events with coworkers	3	2	1
15 Appearance/Dress Code- Demonstrates a professional and well-kept appearance	3	2	1
16 Appearance of Work Area- Keeps work area 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- Has ability to keep a well-recorded stock of items used and needed	3	2	1
23 Availability- Is available to work any shift as needed by the practice	3	2	1
TOTAL SCORE GENERAL - MAXIMUM 69			

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 Manners- Sounds professional & successfully uses supplied scripts/techniques	3	2	1
27 Case Presentation- Has capacity to accurately prepare and effectively present quotes	3	2	1
28 Patient Flow- Has ability to keep schedule on time and limit patient waiting times	3	2	1
29 Insurance/EOBs- Has capacity to read, understand, and process insurance breakdowns & EOBs	3	2	1
30 Office Tidiness- Keeps waiting rooms, bathrooms, & break room cleaned and stocked	3	2	1
TOTAL SCORE FRONT OFFICE - MAXIMUM 21			

BACK OFFICE:

24 Clinical Skills & Duties- Has 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 patients	3	2	1
27 Patient Treatment- Has ability to accurately complete films, impressions, & needed treatment	3	2	1
28 Charting Accuracy- Has capacity to chart from dictation and complete procedure notes	3	2	1
29 Patient Dismissal- Provides post-op instructions, 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 BACK OFFICE - MAXIMUM 21			
TOTAL OVERALL SCORE – MAXIMUM 90			

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