

## TODAY'S DENTAL PERFORMANCE EVALUATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_ DEPT: \_\_\_\_\_ EMP # \_\_\_\_\_

### 1. KNOWLEDGE OF WORK: CONSIDER KNOWLEDGE AND UNDERSTANDING OF ALL PHASES OF THIS AND CLOSELY RELATED JOBS.

- 5 – HAS A THOROUGH KNOWLEDGE OF JOB ASSIGNED AND RELATED JOBS.
- 4 – WELL INFORMED ON ALL PHASES OF JOB ASSIGNED AND RELATED JOBS.
- 3 – HAS A GOOD WORKING KNOWLEDGE OF THE JOB ASSIGNED.
- 2 – HAS FAIR KNOWLEDGE BUT NEEDS MORE TRAINING OR EXPERIENCE.
- 1 – NEEDS FREQUENT INSTRUCTION, EVEN ON ROUTINE JOBS.

COMMENTS: \_\_\_\_\_

### 2. QUANTITY OF WORK: CONSIDER VOLUME OF WORK PRODUCED, BASED UPON RECGONIZED STANDARDS OF PERFORMANCE REQUIRED.

- 5 – HIGH VOLUME OUTPUT OF WORK AND SEEKS OTHER WORK WHEN ASSIGNED WORK IS NOT AVAILABLE
- 4 – CONSISTENTLY TURNS OUT MORE VOLUME THAN MOST. IS A PACESETTER.
- 3 – STEADY PRODUCER. REGULARLY MEETS RECOGNIZED STANDARDS OF WORK.
- 2 – FAIR AMOUNT, HOWEVER QUANTITY SHOULD BE INCREASED.
- 1 – CONSISTENTLY LOW ON QUANTITY OF WORK AND IS USUALLY BEHIND SCHEDULE.

COMMENTS: \_\_\_\_\_

NOTES:

### 3. QUALITY OF WORK: CONSIDER ACCURACY, NEATNESS AND THOROUGHNESS WITH WHICH WORK MEETS RECOGNIZED STANDARDS OF PERFORMANCE.

- 5 – CONSISTENTLY MAINTAINS THE HIGHEST QUALITY. EXCEPTIONALLY ACCURATE, NEAT AND THROUGH.
- 4 – WELL ABOVE AVERAGE IN ACCURACY, NEATNESS, AND THOROUGHNESS. SELDOM NECESSARY TO CHECK WORK.
- 3 – MEETS RECOGNIZED STANDARDS OF QUALITY REGULARLY. NORMAL FOLLOW UP REQUIRED TO CHECK WORK.
- 2 – USUALLY ACCEPTABLE BUT REQUIRES MORE THAN NORMAL CHECK UP.
- 1 – BELOW STANDARD. REQUIRES CONSTANT CHECKING.

COMMENTS: \_\_\_\_\_

### 4. INITIATIVE: CONSIDER THE INDIVIDUAL'S ORIGINALITY, SELF-RELIANCE AND MOTIVATION REQUIREMENTS TO GET THE JOB DONE.

- 5 – EXCEPTIONALLY ORIGINAL AND SELF-RELIANT. OFTEN SUGGESTS NEW IDEAS AND TECHNIQUES.
- 4 – DEMONSTRATES ABOVE-AVERAGE ORIGINALITY AND SELF-RELIANCE IN PERFORMANCE OF DUTIES. A "SELF STARTER."
- 3 – DEMONSTRATES NORMAL ORIGINALITY AND SELF-RELIANCE.
- 2 – DEMONSTRATES LITTLE ORIGINALITY IN PERFORMANCE OF DUTIES.
- 1 – LACKS ORIGINALITY AND SELF-RELIANCE. NEEDS CONSTANT GUIDANCE.

COMMENTS: \_\_\_\_\_

### 5. DEPENDABILITY: CONSIDER ABILITY TO GET ASSIGNMENT WORK DONE PROMPTLY AND CORRECTLY WITHOUT FOLLOW-UP.

- 5 – THOROUGHLY RELIABLE ON ALL ASSIGNMENTS REGARDLESS OF DIFFICULTIES. ALWAYS DOES AN EXCELLENT JOB.
- 4 – DEPENDABILITY WELL ABOVE AVERAGE. ALWAYS DOES A GOOD JOB.
- 3 – DEPENDABILITY IS GOOD. CAN COUNT ON THE RESULTS OF WORK.
- 2 – FAIRLY DEPENDABLE BUT REQUIRES MORE THAN NORMAL AMOUNT OF FOLLOW UP.
- 1 – INFREQUENTLY DEPENDABLE. REQUIRES CLOSE SUPERVISION.

COMMENTS: \_\_\_\_\_

6. COOPERATION: CONSIDER THE INDIVIDUAL'S INTEREST IN WORK AND WILLINGNESS TO COOPERATE WITH SUPERVISION AND ASSOCIATES.

- 5 – EXCEPTIONALLY INTERESTED. GOES OUT OF THE WAY TO COOPERATE AND PROMOTE COMPANY INTERESTS.
- 4 – WELL ABOVE AVERAGE INTEREST. WORKS WELL WITH SUPERVISION AND ASSOCIATES.
- 3 – GOOD INTEREST. USUALLY COOPERATES WITH SUPERVISION AND ASSOCIATES.
- 2 – AVERAGE INTEREST. OFTEN COOPERATES BUT HAS SOME DIFFICULTY WORKING WITH SUPERVISION AND ASSOCIATES.
- 1 – FAIR INTEREST. RELUCTANT TO COOPERATE WITH SUPERVISION AND ASSOCIATES.

COMMENTS: \_\_\_\_\_

7. PERSONAL HOUSEKEEPING: CONSIDER THE INDIVIDUAL'S ATTENTION TO MAINTAINING AN ORDERLY WORK AREA.

- 5 – AREA IS EXCEPTIONALLY ORGANIZED, NEAT AND TIDY.
- 4 – ABOVE-AVERAGE ATTENTION TO AN ORDERLY WORK AREA.
- 3 – USUALLY NEAT AND ORGANIZED.
- 2 – A TENDENCY TO BE CARELESS AND UNTIDY.
- 1 – NO ATTENTION GIVEN TO WORK AREA. DISORGANIZED AND UNTIDY.

COMMENTS: \_\_\_\_\_

8. ATTENDANCE/PUNCTUALITY: CONSIDER ABSENTEEISM AND PROMPTNESS IN REPORTING TO WORK.

- 5 – ALWAYS AT WORK AND ON TIME. REGULARLY VOLUNTEERS FOR OVERTIME.
- 4 – VERY PROMPT AND REGULAR ATTENDANCE.
- 3 – NORMALLY PRESENT AND ON TIME.
- 2 – OCCASIONALLY ABSENT AND LATE FOR WORK.
- 1 – UNRELIABLE. FREQUENTLY ABSENT AND/OR LATE.

COMMENTS: \_\_\_\_\_

9. HOW DO YOU SUMMARIZE THE OVERALL PERFORMANCE OF THIS EMPLOYEE?

- 5 – CONSISTENTLY DISPLAYS EXCEPTIONAL ABILITY.
- 4 – NOT ONLY FULFILLS ALL REQUIREMENTS, BUT ALSO OFTEN DISPLAYS ABOVE-AVERAGE ABILITY.
- 3 – FULFILLS ALL REQUIREMENTS; IS A COMMENDABLE EMPLOYEE.
- 2 – USUALLY FULFILLS BASIC REQUIREMENTS BUT FALLS SHORT OF ACCEPTABLE PERFORMANCE.
- 1 – FALLS SHORT OF ACCEPTABLE PERFORMANCE AT THIS TIME.

10. WHAT ARE EMPLOYEE'S GREATEST STRENGTHS?

\_\_\_\_\_  
\_\_\_\_\_

11. WHAT ARE THE EMPLOYEE'S WEAKEST AREAS?

\_\_\_\_\_  
\_\_\_\_\_

12. FUTURE PERFORMANCE OBJECTIVES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

I CERTIFY THAT THIS EVALUATION HAS BEEN DISCUSSED WITH ME AND I HAVE NOTED ANY POINTS OF DISAGREEMENT:

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_