|  |  |
| --- | --- |
| **Employee evaluation and wage review** | Learn More From Our Free Excel and Office Resources:* Webinars: [Formulas, Pivot Tables and Macros & VBA](https://www.myexcelonline.com/109-47.html)
* Blog Tutorials: [Formulas, Pivot Tables, Charts, Macros, VBA, Power Query, Power Pivot, Analysis](https://www.myexcelonline.com/109-3.html)
* Excel Podcast: [Interviewing the Excel Experts](https://www.myexcelonline.com/109-10.html)

MyExcelOnline |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Employee Evaluation & Wage Review |  |  |
|  |  |  |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee |  |  |  | Date |
|  |  |  |  |  |
| Title |  | Time in Present Position |  | Date of Last Review |
|  |  |  |  |  |  |  |  |  |
| Attendance |  | Tardies |  | Unexcused |  | Excused |  | Vacation |
|  |  |  |  |  |  |
| Scoring |

|  |
| --- |
|  |

 |  | EXCEEDS71-90 | MEETS41-70 | NEEDS IMPROVEMENT0-40 |
|  |
| GENERAL | Exceeds | Meets | N.I. |
| **1. Accountability** - Accepts responsibility for actions, answerable to consequences**2. Punctuality & Attendance** - Is rarely absent, arrives punctually, works required hours**3. Cooperation** -- Has ability to get along with coworkers and management**4. Attitude/Respectfulness** - Shows initiative, optimism, and politeness**5. Accepts Criticism** - Has ability to learn from suggestions and change behavior**6. Flexibility** - Has capacity to respond to changing situations and expectations**7. Policy & Procedures** - Follows organization's policies and procedures**8. Completion of Assignments** - Successfully completes tasks and meets all deadlines**9. Patient Interaction** - Ensures high-quality care, respects patients’ dignity and confidentiality**10. Quality of Work** - Is thorough, accurate, and neat in work**11. Willingness to Develop Skills** - Desires to take on challenges and learn new techniques**12. Communication Skills** - Conveys information effectively and efficiently**13. Organizational Skills** - Has capacity to stay on track and use time effectively**14. Confidentiality** - Does not discuss internal events with coworkers**15. Appearance/Dress Code** - Demonstrates a professional and well-kept appearance**16. Appearance of Work Area** - Keeps work area neat and orderly**17. Conflict Resolution** - Seeks constructive approaches to resolving workplace issues**18. Safety** - Contributes to a safe and secure environment by following established procedures | 333333333333333333 | 222222222222222222 | 111111111111111111 |

 |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Employee Evaluation & Wage Review |  |  |
|  |  |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **19. Job Knowledge** - Demonstrates working knowledge of procedures and health**20. OSHA & HIPPA Compliance** - Understands regulations and performs tasks appropriately**21. Expense Management** - Operates and uses supplies to maximize cost efficiency**22. Inventory** - Has ability to keep a well-recorded stock of items used and needed**23. Availability** - Is available to work any shift as needed by the practice | 33333 | 22222 | 11111 |
|  |  |  |  |
| TOTAL SCORE GENERAL (MAXIMUM 69) |  |  |  |
|  |  |  |  |
| FRONT OFFICE | Exceeds | Meets | N.I. |
| **24. Scheduling** - Maximizes production by scheduling appointments**25. Computer Skills** - Effectively navigates all computer programs necessary to complete tasks**26. Telephone Manners** - Sounds professional & successfully uses supplied scripts/techniques**27. Case Presentation** - Has capacity to accurately prepare and effectively present quotes**28. Patient Flow** - Has ability to keep schedule on time and limit patient waiting times**29. Insurance/EOBs** - Has capacity to read, understand, and process insurance breakdowns & EOBs**30. Office Tidiness** - Keeps waiting rooms, bathrooms, & break room cleaned and stocked | 3333333 | 2222222 | 1111111 |
|  |  |  |  |
| TOTAL SCORE FRONT OFFICE (MAXIMUM 21) |  |  |  |
|  |  |  |  |
| BACK OFFICE | Exceeds | Meets | N.I. |
| **31. Clinical Skills & Duties** - Has mastery of clinical procedures and daily maintenance duties**32. Patient Preparation** - Prepares instruments & room, obtains tests, gains written consent**33. Chairside Manner/Gentleness** - Performs procedures with minimum discomfort to patients**34. Patient Treatment** - Has ability to accurately complete test results and needed treatment**35. Charting Accuracy** - Has capacity to chart from dictation and complete procedure notes**36. Patient Dismissal** - Provides post-op instructions, hands patient to front, sterilizes room/supplies**37. Lab** - Completes cases with accuracy & urgency, does not leave cases unmarked or unfinished | 3333333 | 2222222 | 1111111 |
|  |  |  |  |
| TOTAL SCORE BACK OFFICE (MAXIMUM 21) |  |  |  |
|  |  |  |  |
| TOTAL OVERALL SCORE (MAXIMUM 90) |  |

 |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Employee Evaluation & Wage Review |  |  |
|  |  |  |
|  |

|  |
| --- |
| Employer's Remarks & Recommendations |
|  |
| Specific Development Plan/Goals |
|  |
| Employee's Comments |
|  |
|  |
| SALARY REVIEW |
|  |  |  |
| Current Wage per Hour |  |  | New Wage Per Hour |  |
|  |  |  |  |  |
|  |  |  |
| Employer Signature |  | Date |
|  |  |  |
| Employee Signature |  | Date |

 |  |