

PERFORMANCE RATINGS

Performance Ratings are intended to reflect the employee's effectiveness in achieving the results, goals, or objectives of the position during the most recent evaluation period.

OUTSTANDING (O)	Level of accomplishment goes well beyond reasonable but demanding standards, especially in key major areas of responsibility. Quality & quantity of output consistently truly outstanding.
PROFICIENT (P)	Clearly meets the requirements for position. Effectively performs in consistently reliable and professional manner.
ACCEPTABLE (A)	Does not fully meet job requirements in major areas of responsibility. Demonstrates ability to complete most assignments, but needs further development & improvement to be fully competent.
MARGINAL (M)	Lowest category. Performance noticeable below minimum job requirements, even with close supervision. Must significantly improve in reasonable period to remain in position.

EXAMPLE

**SECTION II
PART B**

EMPLOYEE'S PERSONAL QUALITIES

GENERAL APTITUDE.

RATING _____

Reasoning & dealing with ideas on an abstract level.
Profits from experiences.

LEADERSHIP.

RATING _____

Gains confidence & loyalty of others.

INITIATIVE.

RATING _____

Drive to excel. Gets things started.

SELF-CONFIDENCE.

RATING _____

Positive & realistic belief in abilities.

ENERGY LEVEL.

RATING _____

Can sustain a high level of work activity for an
extended period of time.

PERSEVERANCE.

RATING _____

Sticks with a task. Works through difficulties until
completed.

SELF-CONTROL.

RATING _____

Ability to exercise self-control, to think objectively &
and to behave appropriately in all situations.

FLEXIBILITY.

RATING _____

Can adjust to changes & evaluate actual worth
of new information.

RESISTANCE TO STRESS.

RATING _____

Withstands pressure of uncertain or unstructured
conditions.

PARTICIPATION.

RATING _____

Involvement in company activities, contribution to
meetings.

ORIGINALITY.

RATING _____

Approaches common problems in an innovative
manner & finds creative solutions to unusual
situations.

DEPENDABILITY.

RATING _____

Reliable in assuming & carrying out the
commitments & obligations of the position.

PROFESSIONALISM.

RATING _____

Speech, dress, grooming, behavior appropriate to
time and place.

CONDUCT.

RATING _____

Positive enthusiasm for job even in the face of
adversity. Does not place blame on others.

EXAMPLE

**SECTION II
PART C**

EMPLOYEE AWARENESS

OCCUPATIONAL KNOWLEDGE.

RATING _____

Understanding of methods, techniques, & skills in
functional areas & familiarity with areas related to work,
including new developments pertaining to work.

CORPORATE LOYALTY.

RATING _____

Knowledge & understanding of company. Its policies &
philosophies, support of its objectives & commitment to
patient service.

SAFETY AWARENESS.

RATING _____

Takes steps to identify & correct unsafe areas or
procedures.

**EMPLOYEE PERFORMANCE AND PLANNING REVIEW
FOR
MEDICAL PRACTICE EMPLOYEES**

SECTION II

PART A

How Does this Employee Work?

	Employee Self-Rating	Evaluator 1	Evaluator 2	Evaluator 3	Performance
		Rating	Rating	Rating	Rating
		J.Smith,MD	K.Smith,MD	J. Doe,RN	
QUALITY OF WORK	P	O	O	P	P+
QUANTITY OF WORK	O	O	P	O	P+
DECISION-MAKING	P	A	A	P	A
ORGANIZATION AND PLANNING	P	P	P	A	A+
TIMELINESS	P	P	P	A	A+
COST CONTROL	A	A	A	P	A
ANALYTICAL PROBLEM SOLVING	P	P	P	P	P
WRITTEN COMMUNICATION	P	A	P	P	A+
ORAL COMMUNICATION	O	P	P	P	P
DEVELOPING PEOPLE	O	P	P	P	P
DELEGATING WORK	P	A	P	A	A
DIRECTION AND GUIDANCE	P	P	P	P	P
HUMAN RELATIONS	O	O	O	O	O
LABOR RELATIONS	P	P	P	P	P
OVERALL RATING FOR SECTION					P

EXAMPLE