

EMPLOYEE CORRECTIVE ACTION NOTICE

EXAMPLE

Employee Name: _____ Dept.: _____

Date of Warning: _____ Date of Violation: _____

Time of Violation: _____ Location: _____

SPECIFIC NATURE OF PROBLEM

- Tardiness
- Absenteeism
- Performance below standards
- Disobedience
- Insubordination
- Unsafe Actions
- Breaking House Rules
- Conduct
- Other: _____

Details regarding this violation: _____

Has employee been warned on this or similar problem? YES NO

If yes, how? Verbal Written 1st 2nd 3rd

Employee remarks concerning violation: _____

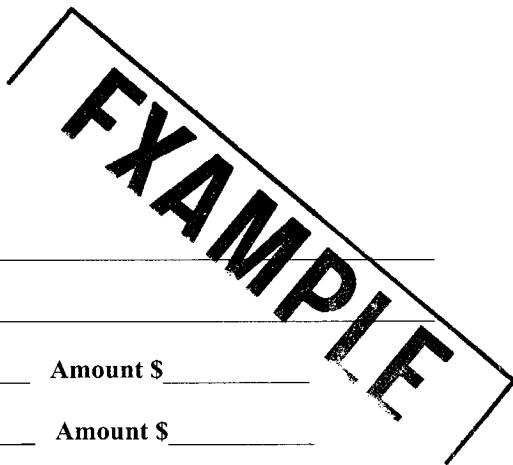
Summation of counseling session and action to be taken: _____

Signatures: _____

Management

Employee

NOTE: Continuance of improper conduct may result in suspension or dismissal.



EVALUATION FORM

Employee Name: _____ Position: _____

Supervisor Name: _____ Date: _____

Rating Period from _____ to _____ Date of Last Raise: _____ Amount \$ _____

This Raise Effective: _____ Amount \$ _____

Rating Values:					
O = OUTSTANDING; E = EXCEEDS REQUIREMENTS; M = MEETS REQUIREMENTS; N = NEEDS IMPROVEMENT; U = UNSATISFACTORY; NA = DOES NOT APPLY					
Outstanding 4 points	<i>Exceeds Requirements</i> 3 points	<i>Meets Requirements</i> 2 points	<i>Needs Improvements</i> 1 point	Unsatisfactory 0 points	RATING
1. Job Knowledge					
<i>Broad knowledge of the position and its relationship to others in the practice.</i>	<i>Good knowledge of the position and its relationship to others in the practice.</i>	<i>Enough knowledge of the position and its relationship to others in the practice.</i>	<i>Often requires advice from others to perform even routine aspects of the position.</i>	<i>Cannot perform even the most routine tasks.</i>	
2. Quality of Work					
<i>Produces exceptional precise, well organized quality work.</i>	<i>Produces high quality work.</i>	<i>Produces acceptable work.</i>	<i>Work quality is below acceptable standards.</i>	<i>Work falls considerably short of acceptable standards.</i>	
3. Patient Interaction					
<i>Displays exceptional skill in communicating with patients and in managing difficult situations.</i>	<i>Communicates well with patients and displays tact in handling difficult situations.</i>	<i>Satisfactory skill in communicating with patients and in managing difficult situations.</i>	<i>Skill in communicating with patients and managing difficult situations is below acceptable standards.</i>	<i>Unsatisfactory level of skill in communicating with patients and in managing difficult situations.</i>	
4. Punctuality and Attendance					
<i>Always punctual and has few absences.</i>	<i>Employee is punctual with good attendance record.</i>	<i>Employee meets attendance and tardiness requirements.</i>	<i>Employee is below attendance and tardiness requirements.</i>	<i>Employee is considerably below attendance and tardiness requirements.</i>	
5. Cooperation					
<i>Exceptionally willing employee. Always works well with others.</i>	<i>Willing employee. Works well with others.</i>	<i>Cooperation of employee is at satisfactory level.</i>	<i>Cooperation level is in need of improvement.</i>	<i>Cooperation level is considerably below acceptable standards.</i>	
6. Relationships					
<i>Maintains outstanding relationships with employees, physicians, and/or patients.</i>	<i>Maintains very good relationships with employees, physicians, and/or patients.</i>	<i>Maintains satisfactory relationships with employees, physicians, and/or patients.</i>	<i>Relationships with employees, physicians, and/or patients needs improvement.</i>	<i>Relationships with others are far below acceptable standards.</i>	
7. Attitude					
<i>Displays outstanding level of enthusiasm and interest about the job and practice.</i>	<i>Usually displays enthusiasm and interest about the job and practice.</i>	<i>Displays satisfactory level of enthusiasm and interest.</i>	<i>Level of enthusiasm and interest needs improvement.</i>	<i>Level of enthusiasm and interest far below acceptable standards.</i>	

Employee Exit Survey

EXAMPLE

Name: _____
(optional)

Date: _____

Job: _____

Length of Employment: _____

As part of our continuous quality improvement efforts, we would appreciate your answers on this survey. Your response is voluntary and we appreciate your time and consideration. A stamped, self-addressed envelope is provided for your reply (as appropriate). Thank you for being a member of our team and please accept our best wishes for success in your career.

1. The orientation and information I was provided when I started working was:
- Great
 - Good
 - Average
 - Poor
 - Needs improvement

Comments: _____

2. The information I was provided about my job duties and responsibilities was:
- Great
 - Good
 - Average
 - Poor
 - Needs improvement

Comments: _____

3. The training I was provided to perform my job was:
- Great
 - Good
 - Average
 - Poor
 - Needs improvement

Comments: _____
