

Dr. ABC
Employee Evaluation/Wage Review

Date:

Employee:

Excellent	Good	Average	Below Average	Needs Improvement
81-100	61-80	41-60	21-40	0-20

		Excellent	Good	Average	Below Av.	Needs Imp	
General	1	Attitude	5	4	3	2	1
	2	Team player	5	4	3	2	1
	3	Ability to get along with co-workers	5	4	3	2	1
	4	Respectful	5	4	3	2	1
	5	Accepts criticism	5	4	3	2	1
	7	Flexibility	5	4	3	2	1
	8	Follows directions	5	4	3	2	1
	9	Willingness to develop skills/take on challenge	5	4	3	2	1
	10	Pursuit of continuing ed	5	4	3	2	1
	11	Patient interaction	5	4	3	2	1
	12	Telephone/chairside manners	5	4	3	2	1
	13	Polite	5	4	3	2	1
	14	Communication skills	5	4	3	2	1
	15	Organization skills	5	4	3	2	1
	16	Confidentiality	5	4	3	2	1
	17	Appearance/Decorum	5	4	3	2	1
	Total Score General - MAXIMUM 80						

Reception	18	Reception: Handles cash/honesty	5	4	3	2	1
	19	Reception: Computer skills/accuracy	5	4	3	2	1
	20	Reception: Telephone Manner	5	4	3	2	1
	21	Reception: Scheduling	5	4	3	2	1
CDA	22	CDA: Charting accuracy	5	4	3	2	1
	23	CDA: Charting neatness	5	4	3	2	1
	24	CDA: technique	5	4	3	2	1
	25	CDA: Anticipates dentist	5	4	3	2	1
Hygiene	26	Hyg: Patient Education	5	4	3	2	1
	27	Hyg: Charting accuracy	5	4	3	2	1
	28	Hyg: Preliminary diagnosis/Clinical skills	5	4	3	2	1
	29	Hyg: Gentleness	5	4	3	2	1
Total Score Job Section - MAXIMUM 20							

Total Score Overall - MAXIMUM 100					
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Dr. ABC
Employee Evaluation/Wage Review
Summary

Employee Comments

Employee Strengths

Areas for Improvement

Discussion

Salary Review:

Current wage per hour

As of date:

NEW WAGE / HR:

As of date:

Employer Signature

Date

Employee Signature

Date