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EMPLOYEE INFORMATION	
<b>Employee Name:</b>	
<b>Department:</b>	
<b>Job Title:</b>	
<b>Manager:</b>	
<b>Performance Period:</b>	2018
PERFORMANCE FACTORS	
Rate your employee's performance based on the following scale (See page 3 for scale descriptors).	
<ul style="list-style-type: none"> <li>• <b>3 – Exceeds Expectation</b></li> <li>• <b>2 – Meets Expectation</b></li> <li>• <b>1 – Below Expectation</b></li> </ul>	
Attendance & Punctuality	Rating
Does your employee report to work on a timely basis and stay on the job? Consider arrival times, observance of time limits for breaks and lunches. Consider patterns of sick leave use, seeking prior approval for vacation, and giving prompt notice to supervisor of absence.	
Interpersonal Relations and Customer Service	Rating
Does your employee exhibit a good level of interpersonal skills and have a good working relationship with doctors, peers, supervisors, patients, and the general public? Consider respect and courtesy shown to others, how behavior affects the work area, and willingness to accept supervision. Does he/she exhibit appropriate supportive behavior toward the practice and its patients? Is he/she unnecessarily involved in trivial disputes and misunderstandings? Does he/she exhibit willingness and ability to work as a team member?	
Accuracy, Consistency & Completeness	Rating
Does your employee consistently achieve desired outcomes with a minimum of avoidable errors? Is his/her work always complete? Is there a need to have work redone due to inaccurate or unacceptable work? Does he/she seek out additional tasks and projects to complete, or help others to complete their tasks and projects?	
Efficiency & Productivity	Rating
Does your employee complete his/her work in an efficient and effective manner? Is he/she organized with their tools/papers and their work? Does he/she prioritize their work	

appropriately, use appropriate follow up systems, set and accomplish goals, use available resources and complete assignments on schedule?	
<b>Knowledge of the Job</b>	<b>Rating</b>
Does your employee exhibit job-relevant knowledge and skill needed to perform the duties and requirements of the position? Does he/she exhibit knowledge of the methods, practices and equipment needed to do the job? (Consider knowledge gained through experience, education, and specialized training.) Does he/she seek to maintain current knowledge of changes in policies and procedures? Does he/she keep abreast of new developments and major issues in the field? Employee may at times be consulted by others for guidance.	

## PERFORMANCE EVALUATION

### Performance Summary

1. What were your employee's top three successes at Arbor over the last twelve months?

- Success 1:
- Success 2:
- Success 3:

2. What are your employee's top three strengths?

- Strength 1:
- Strength 2:
- Strength 3:

3. What are your employee's three opportunities for improvement?

- Opportunity 1:
- Opportunity 2:
- Opportunity 3:

### Performance Goals

1. What goals would you like your employee to achieve at Arbor over the next year?

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2. What other projects or functions would you like to consider your employee for, if any?

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Ratings	Examples
<b>3 – Exceeds Expectation</b>	<p>Routinely goes above and beyond expectations.</p> <p>Completes work consistently, accurately and in an efficient manner.</p> <p>Rarely completes tasks that later need to be corrected, secondary to errors noted.</p> <p>Accepts complete ownership of all actions, and is proactive about noticing and correcting any mistakes made.</p> <p>Works to earn the respect of co-workers and managers alike.</p> <p>Highly organized and careful in completing all work tasks.</p> <p>Rarely has grammatical errors.</p>
<b>2 – Meets Expectation</b>	<p>Typically meets (but rarely exceeds) expectations.</p> <p>Gets the job done satisfactorily.</p> <p>Much of the work completed is accurate.</p> <p>Occasionally completes tasks that later need to be corrected, secondary to errors noted.</p> <p>Admits mistakes if noticed or when asked about them.</p> <p>Typically works well with staff and does not engage in unproductive behaviors.</p> <p>Exhibits acceptable organization and completes nearly all tasks on time.</p> <p>Occasionally has grammatical errors.</p>
<b>1 – Below Expectation</b>	<p>Rarely or only sometimes meets (never exceeds) expectations.</p> <p>Routinely completes tasks that later need to be corrected, secondary to errors noted.</p> <p>Never admits mistakes. Routinely blames others for errors caused.</p> <p>Does not engage with staff or creates unproductive behaviors.</p> <p>Often disorganized or late completing tasks.</p> <p>Routinely has grammatical errors.</p>

**COMMENTS****Manager Comments**

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Manager Signature:		Date:	
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**Employee Comments**

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Employee Signature:		Date:	
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