

Employee: _____
Date: _____
Current Wage: _____ (_____)

EMPLOYEE PERFORMANCE REVIEW

	Excellent	Good	Satisfactory	Needs Improvement	Comments
GENERAL:					
Appearance/hygiene					
Verbal skills					
Ability to handle pressure					
Punctuality/Attendance					
Accepts criticism					
Follows directions					
Organized					
Flexibility					
Time Management					
Desire to learn					
Pursuit of Continuing Ed					
Patient interaction					
Telephone manners					
Polite					
Communication skills					
Respect for others					
Confidentiality					
Decorum and personal habits					
Honesty					

CDA's:

Charting accuracy					
Anticipates dentist					
x-ray techniques					
4-handed technique					
Ethics and legalities					

HYGIENISTS:

Patient education					
Charting accuracy					
Preliminary diagnosis					
Clinical skills					
Gentleness					

Comments:

This performance review is strictly confidential.

At no time should any part of this discussion be shared with other employees.

Dr.

Employee