

Di-Med Services Ltd./ X-Ray Associates

EMPLOYEE PERFORMANCE EVALUATION

Name: _____ Position: _____ FT/PT _____

Years of experience: _____ Years with X-ray Associates: _____

Date of last performance evaluation: _____

Evaluator: _____ Position: _____

Date: _____

Purposes of the Employee Evaluation:

To take a job related personal inventory, to pinpoint employee's strengths and weaknesses.

To outline and agree upon the employee's short/long term goals and any continuing education requirements.

These evaluations will provide a history of development and progress.

Unsatisfactory.....Superior

△1

△2

△3

△4

△5

1=**Unsatisfactory**-consistently fails to meet job requirements, performance clearly below minimum requirements. Immediate improvement required to maintain employment.

2=**Needs Improvement**-occasionally fails to meet job requirements; performance must improve to meet expectations of position.

3=**Meets Expectations**-Able to perform 100% of job duties satisfactorily.

4=**Exceeds Expectations**-Frequently exceeds job requirements. All planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.

5=**Superior**-Consistently exceeds job requirements; this is the highest level of performance that can be attained.

Performance Factors	Rating	Comments
1. Knowledge, Skills, Abilities -consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.		
2. Quality of Work -Does the employee complete assignments meeting quality standards? Consider accuracy, neatness, thoroughness and adherence to discipline's standards of practice, professional guidelines and safety.		
3. Quantity of Work -Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?		
4. Work habits -To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.		
5. Communication -Consider job related effectiveness in dealing with others. Do the employee express ideas clearly both orally and in writing, listen well and respond appropriately?		
Employee's comments:		

Behavioral Traits	Rating	Comments
1. Dependability -Consider the amount of time directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; responds appropriately to instructions and procedures?		
2. Cooperation -How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?		
3. Initiative -Consider how well the employee seeks and assumes greater responsibility, monitor projects independently, and follow through appropriately.		
4. Adaptability –Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and appropriate approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?		
5. Judgement -Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.		
6. Attendance -Consider number of absences, use of sick leave in accordance with clinic expectations.		
7. Punctuality -Consider work arrival and departure in accordance with clinic expectations.		

<p>8. Professional Appearance-Consider how well the employee adheres to the corporation's policy on dress code and /or to accepted standards of dress commonly used in medical facilities. Are appropriate loose clothing and safety shoes worn to prevent injury?</p>		
<p>9. Professional Behavior- Consider how well the employee uses professional, courteous behavior to colleagues.</p>		
<p>10. Customer Service- Consider how well the employee uses professional, courteous behavior to patients.</p>		
<p>11. Personal Protective Equipment-(PPE)- Consider how well the employee uses, PPE such as lab coats, gloves, masks, etc. when appropriate to maintain a safe working environment for themselves, colleagues and clients. Does the employee take appropriate steps to prevent accidents or injuries to themselves, colleagues, and clients?</p>		
<p>Employee's comments:</p>		

Appendix 1: Establishment of objectives for the coming year

Suggestions for improving the employee’s job performance within the next three months: (short term goals)

Suggestions for improving the employee’s job performance within the next year: (long term goals)

How can the clinic help the employee improve on their job performance: _____

ADDITIONAL COMMENTS:

To the Employee: I have been advised of my performance ratings. I have read and discussed the contents of this review with my supervisor.

This confirms that I agree with the evaluation. Signature: _____ Date: _____

This confirms that I disagree with the evaluation. Signature: _____ Date: _____

Supervisor’s Signature _____

Date: _____

Title: _____