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| **Employee Evaluation Form** |
| Temp Employee Name: Host Dental Practice:Date: |
| CORE VALUES AND OBJECTIVES |
| **Performance Category** | **Rating** | **Comments and Examples** |
| **Attendance and Punctuality:***Reports to work on time, provides advance notice of need for absence* | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
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| **Reliability/Dependability:***Consistently performs at a high level, manages time and workload effectively* | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
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| **Skills and Knowledge:***Has the ability to perform the necessary skills required for the job at hand* | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
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| **Quality of Work:***Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision* | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
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| **Communication Skills:***Written and Oral communications are clear, organised and effective; listens and comprehends well* | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
 |  |
| **Judgement and Decision-Making:***Makes thoughtful, well-reasoned decisions; exercises good judgement, resourcefulness and creativity in problem-solving* | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
 |  |
| **Initiative and Flexibility:***Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjust to unexpected changes* | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
 |  |
| **Cooperation and Teamwork:***Respectful of colleagues when working with others and makes valuable contributions to help the team achieve its goals. Takes responsibility for own actions.* | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
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| **Infection Control:***Abide by the current ADA infection control guidelines* | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
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