

# Inman Park Dentistry Employee Performance Evaluation

Raises at IPD tend to be between 2-6% per year. In an effort to make this process more objective, this template will be used to evaluate your level of proficiency over the entire year. Each of level proficiency corresponds to specific percentage amount of your raise. For instance, "Exceeding Expectations" on all categories will result in a 7% raise, while simply "Meeting Expectations" will lead to a 3.5% raise.

*Exceeds Expectations*  
*Meets Expectations*  
*Needs Improvement*  
*Unsatisfactory*

	+ 1%	+0.5%	0.0%	-0.5%
<p><b>Attendance &amp; Punctuality</b> Employee consistently reports for work on time, provides adequate notice for any absence, and rarely needs a reminder about attendance. Employee communicates immediately with Management about any unscheduled real or potential absence.</p>				
<p><b>Preparedness &amp; Professionalism</b> Employee arrives ready to work, dressed appropriately, and prepared for their day. Employee routinely reviews the schedule ahead of time and discusses any concerns or conflicts with the appropriate coworker(s) with enough time to find a quality solution. Employee understands the value of representing themselves and the practice appropriately in their actions and how they present themselves to the world, both in-person, on the phone, and outside of work.</p>				
<p><b>Workload Effectiveness &amp; Knowledge</b> Employee performs their duties at a high level and manages their workload effectively to meet their responsibilities with minimal supervision. Employee demonstrates exceptional knowledge of their core skills, and seeks to gain knowledge over time about their own duties but also the duties of others to gain cross-training skills. Employee shows initiative to do more than what's required.</p>				
<p><b>Communication Skills &amp; Documentation</b> Employee's written and oral communications are clear, organized, and effective; employee listens and comprehends well; responds to constructive criticism respectfully, and is thorough in all documentation and notes. All patient interactions are documented, and clinical notes are thorough and always completed on the day of treatment.</p>				
<p><b>Quality of Work &amp; Accountability</b> Employee's work is completed accurately, efficiently, within deadlines, with minimal errors or supervision. Employee takes accountability of their work, including taking ownership of both successes and failures. Employee learns from experiences and can make thoughtful adjustments going forward.</p>				
<p><b>Cooperation &amp; Disposition</b> We are a service industry, and thus employee is personable, respectful (to both patients and coworkers), and generally avoids confrontation, even with an irritated patient or slighted coworker. No employee is ever expected to take any kind of abuse or bullying from coworkers or patients, but employee is expected to make a fair and reasonable effort to get along with others, and to always make the patient experience comfortable and enjoyable.</p>				
<p><b>Physical Safety &amp; Information Privacy</b> Every employee should take their safety, and that of their coworkers and patients, very seriously. Dental work can potentially put your coworkers and patients at risk for infection and disease. Employee always follows correct procedures to minimize putting themselves and others at risk. Employee brings safety concerns to the attention of management, and complies with all OSHA regulations. Employee keeps office safety in mind when dealing with any digital communications. Employee should be vigilant of phishing/scams/ransom-ware/trolling that could risk our computers, our server, as well as the patient data. Employee is careful to keep all patient information private as detailed in our HIPAA policy.</p>				
TOTAL:				