Orientation Progress Grading Scale

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME |  |  | EMPLOYEE NUMBER |  |  |
| Expectations | Far below | Below | Meets | Above | Exceeds |
| Knowledge | Lacks knowledge of procedures, policies, processes and guidelines. | Below preceptor expectations. Requires constant reminders. | Meets preceptor expectations. Has basic knowledge. | Understands procedures, policies, processes & guidelines. Plans for possible problems. | Displays knowledge above expected level. |
| Patient Care | Inhibiting preceptor's ability to provide care for patient load. | Provides care with preceptor instruction | Provides care with little or no instruction | Receives compliments from preceptor and co-workers | Performing above expected level. |
| General attitude | Argumentative, Negative, refuses to take direction, disrespectful | Distracted, lack of attention to detail, lacks communication skills | Positive, interested in procedure, uses appropriate conversations | Shows pride in work, is respectful to everyone | Performing above expected level. |
| Comfort level | Refuses to perform patient care despite repeated instruction | Needs frequent reminders, asks many questions inappropriate for stage of orientation. | Comfortable with workflow; asks questions when necessary | Confident with their ability. Needs little or no instruction | Performing above expected level. |
| Initiative/ effort level | Needs repeated prompting to the point of preceptor irritation | Needs occasional prompting | Performs the assigned work independently. | Seeks alternative learning experiences | Performing above expected level. |