

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.