

Employee Review – Self Assessment

From the AAPPm Resource Center



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Employee Review – Self Assessment

Employee Name: _____

Performance Definitions:

6 = Outstanding

Superior performance that is clearly and substantially above acceptable levels; far exceeds the standards of the job. Achievable, but seldom-attained performance.

5 = Commendable

Highly effective performance; exceeds the standard for the job.

4 = Good

Competent performance; meets the standard for the job. The “expected” level of performance.

3 = Needs Improvement

Performance is below acceptable levels; needs improvement to meet the standard of the job.

2 = Unsatisfactory

Performance is clearly and substantially below acceptable levels in most areas. Needs much improvement in order to meet the standards for the job.

General Criteria	Rating	Support Comments
Customer Service: How well does the employee demonstrate quality care and service to the people who use their department or area?	_____	
Work Completion: How well does the employee complete job assignments in terms of quality, quantity, and timeliness?	_____	
Teamwork: How effectively does the employee interact with and assist co-workers/supervisor?	_____	
Adaptability: How well does the employee remain flexible to new situations, change, workload, and assignments?	_____	
Personal Appearance: How well does the employee maintain appropriate personal appearance as described by the practice employee manual, including proper uniform, ID badges?	_____	
Communication: How well does the employee give, receive, and understand verbal and written information?	_____	
Dependability: How well can the employee be relied upon to adhere to established work hours and to perform and follow through on work without supervisory intervention or assistance?	_____	
Employee Manual Maintenance: How well does the employee maintain policy updates provided throughout the time period?	_____	

Employee signature _____

Date _____