

## **Performance Evaluation Form –SAMPLE**

PART I - To be filled out by Field Supervisor	
Name of Resident:	Evaluation Period: From: _____ To: _____
Rotation Dates: From: _____ To: _____	Rotation site:
Name of Supervisor:	Signature of Supervisor:
If others have provided supervision, list any who have contributed to this evaluation:	_____

- 1. QUANTITY OF WORK
  - A. Consistently produces less than is expected.
  - B. Sometimes falls below productivity levels.
  - C. Meets standards consistently.
  - D. Usually exceeds standards of productivity.
  - E. Exceptionally productive; accomplishes far more than is expected.
  
- 2. QUALITY OF WORK
  - A. Regularly produces work which does not meet standards of quality.
  - B. Occasionally produces work which does not meet standards.
  - C. Produces work that consistently meets standards.
  - D. Produces above average work.
  - E. Produces exceptional work. Resident is seen as a model for others.
  
- 3. PUNCTUALITY OF WORK
  - A. Regularly misses deadlines.
  - B. Is sometimes behind schedule.
  - C. Is almost always on time with assigned work.
  - D. Can be relied upon to meet all deadlines and is sometimes ahead of schedule.
  - E. Is exceptionally prompt and usually ahead of schedule.
  
- 4. INITIATIVE, CREATIVITY, AND JUDGMENT
  - A. Often fails to take obviously necessary actions or takes wrong ones.
  - B. Sometimes fails to take steps that would solve or head off usual problems.
  - C. Deals effectively with usual problems and challenges.
  - D. Moves creatively to meet program objectives and solve somewhat unusual problems.
  - E. Routinely recognizes and solves unusual problems.
  
- 5. COMMITMENT TO PROGRAM GOALS
  - A. Seems exclusively concerned with own convenience, welfare, and advancement to detriment of program.
  - B. Too often puts personal concerns ahead of program.
  - C. Is generally able to balance personal and program concerns.
  - D. Has worked out a relationship between personal and work responsibilities which allows a satisfactory resolution of almost all conflicts.
  - E. Has achieved such an integration of personal and program interests that conflicts rarely arise.

- 6. ABILITY TO WORK WITH OTHERS
  - A. Is not effective when work requires cooperative efforts.
  - B. Performance is sometimes impaired if it requires working with others.
  - C. Satisfactorily achieves objectives when working with others is required.
  - D. Is able to cooperate with others in a manner that helps produce better work than any one member of the group could produce.
  - E. Works with others in ways which maximize the contributions of each person and consistently produces excellent results.
  
- 7. ABILITY TO EXPRESS SELF VERBALLY AND IN WRITING
  - A. Often does not get the desired response even to routine material because the message is not understood.
  - B. Failure to communicate clearly sometimes causes problems.
  - C. Communication failures rarely cause problems.
  - D. Gets message across even when material is complex.
  - E. Expresses complex and controversial material in such a lucid and persuasive way that achievement of objectives is materially aided.
  
- 8. PLANNING AND ORGANIZATION
  - A. Needs continual supervision to determine priorities, resource needs, and time to be allotted for even routine tasks.
  - B. Sometimes is lax in determining and adhering to priorities, available resources, and schedules.
  - C. Sets and adheres to priorities, available resources, and schedules under most circumstances.
  - D. Skilled planner and organizer. Grasps problems well and works out overall and detailed solutions.
  - E. Exceptional skills in planning and organizing. Anticipates subtle and difficult issues and deploys resources imaginatively.
  
- 9. RESPONSE TO CRISIS
  - A. During crises, performance is ineffective.
  - B. During crises, performance is somewhat less effective than at other times.
  - C. Performance during crises is as effective as at other times.
  - D. Rises to the occasion during crises.
  - E. Emerges as a superior performer and leader during crises.
  
- 10. ABILITY TO SOLVE PROBLEMS
  - A. Often asks questions or presents solutions that evidence a lack of understanding of routine matters.
  - B. Sometimes asks questions or presents solutions which complicate the management of routine problems.
  - C. Almost always evidences understanding of routine and many more complex matters.
  - D. Usually understands and presents good solutions to new and particularly difficult problems.
  - E. Is a person to whom others look for creative and thorough analyses of the most difficult problems.
  
- 11. PROFESSIONAL SKILLS IN PRESENT ACTIVITY
  - A. Cannot be trusted in situations when professional judgment is required.
  - B. Sometimes makes professional judgments that are not supportable.
  - C. Consistently makes professional judgments that are supportable and appropriate.
  - D. Is looked to by others for professional advise.
  - E. Is recognized by people outside his/her program as an expert in the application of professional skills.

- 12. **SUPERVISORY SKILLS**
  - A. Frequently causes problems as a supervisor which require intervention.
  - B. Sometimes makes supervisory decisions which complicate management problems.
  - C. Handles most supervisory problems without difficulty.
  - D. Resolves problems and improves employee's performance.
  - E. Solves even difficult problems and gets the most out of even deficient employees.
  - F. Resident has no supervisory responsibility.
  
- 13. **GROWTH IN SKILLS DURING RATING PERIOD**
  - A. Performance has deteriorated.
  - B. Has shown little, if any, improvement.
  - C. Showed steady growth.
  - D. Progressed more rapidly than most of his/her peers.
  - E. Showed much more growth than almost all his/her peers.
  
- 14. **RESPONSIVENESS TO SUPERVISION**
  - A. Usually rejects supervisory guidance without considering its merits.
  - B. Sometimes rejects supervisory guidance without considering its merits.
  - C. Usually considers supervisory guidance carefully and is usually able to apply it.
  - D. Works with supervisory guidance constructively.
  - E. Knows when to seek supervisory guidance and is highly creative in implementing recommendations.

<b>Evaluation Summary</b>	(to be completed by evaluator)
Number of "A" responses	
Number of "B" responses	
Number of "C" responses	
Number of "D" responses	
Number of "E" responses	

- 15. **OVERALL JOB PERFORMANCE**
  - A. Inadequate. This resident is a hindrance rather than an asset.
  - B. Marginal. This resident is sometimes less effective than can be reasonably expected.
  - C. Competent. This resident is fully effective in performing his/her job.
  - D. Well above average. This resident has made a significant contribution and has enhanced the position he/she holds.
  - E. Exceptional. This resident's performance is far better than can be reasonably expected and has brought credit on the resident and the program.
  
- 16. Does this resident have any limitations not identified above which might hinder his/her effectiveness?
  
- 17. Does this resident have any strengths not identified above which might enhance his/her effectiveness?
  
- 18. Other comments:

PART II - To be filled out by the Resident

- \_\_ 19. I have read this evaluation and had an opportunity to discuss it and retain a copy.
- A. I concur with this evaluation.
  - B. I disagree with this evaluation in the following ways:

Signature of resident:

Date:

PART III - To be filled out by the Field Coordinator

- \_\_ 20. I have read this evaluation and had an opportunity to discuss it.
- A. I concur with this evaluation in all respects.
  - B. Although this evaluation is reasonable, this supervisor is a somewhat more demanding rater than most.
  - C. Although this evaluation is reasonable, this supervisor is a somewhat less demanding rater than most.
  - D. I disagree with this evaluation in the following ways:

\_\_ 21. FIELD COORDINATOR'S ASSESSMENT OF OVERALL JOB PERFORMANCE

- A. Inadequate. This resident is a hindrance rather than an asset.
- B. Marginal. This resident is sometimes less effective than can be reasonably expected.
- C. Competent. This resident is fully effective in performing his/her job.
- D. Well above average. This resident has made a significant contribution and has enhanced the position he/she holds.
- E. Exceptional. This resident's performance is far better than can be reasonably expected and has brought credit to the resident and the program.

Comments:

Signature of Field Coordinator:

Date: