

**EMPLOYEE
GROWTH CONFERENCE
(A PERFORMANCE APPRAISAL)**

EMPLOYER FORM

Name: _____

Position: _____ Date: _____

Instructions:

Prior to the meeting:

1. List examples of things that the employee does well. Be specific.
2. List examples of things that need improvement in the employee's job performance. Be specific and record observable behavior if possible.
3. Be objective, candid and honest.

During the meeting:

1. The employee and employer come together to give positive and corrective feedback concerning the employee's job performance.
2. Be sure to verify and clarify all comments, questions, or answers, to prevent misunderstanding.
3. At the follow-up review, if the solution has been effective, choose another problem to solve and action plan. The process continues in the same manner.

POSITIVE FEEDBACK

1. List examples of duties the employee is doing well in his/her job performance.

CORRECTIVE FEEDBACK

2. List examples of things that you feel need improvement in the employee's job performance.

ACTION

3. Prioritize the things that the employee needs to improve and select the one that the employee will work on first.

4. Describe the situation or behavior as it exists now.

5. Describe what you would like the corrected behavior to be.

6. Employee Action Plan: List what the employee will do to change the situation (or behavior) and when it will be changed.

7. Dentist's Action Plan: List what you will do to help you achieve the desired result.

8. Follow-Up to Evaluate: Set a date to evaluate the effectiveness of the solution. If the desired effect has not been achieved, re-evaluate one or more of the following:

- a. Statement of the problem
- b. Characteristics of the ideal solution
- c. Possible alternative solutions (you may need to generate additional solutions.)

Follow-up date

Employee's Signature

Dentist's Signature

Date

Date

Date