

Name _____ Date _____

PERSONNEL EFFICIENCY REVIEW

	U	1	2	3	4	5	NA
Promptness — on time at work _____							
Absenteeism _____							
General Appearance _____							
Fingernails _____							
Neatness _____							
Make-up _____							
Voice _____							
Enthusiasm _____							
Sincerity _____							
Mannerisms — around the office _____							
Vocabulary & grammar _____							
Attitude with children _____							
Attitude with adults _____							
Attitude with other office personnel _____							
Attitude with Dr. _____							
Ability to take and use constructive criticism _____							
Ability to spot and eliminate problem areas _____							
Efficiency _____							
Looks for things to do _____							
Telephone techniques _____							
Private life interfering with work _____							
Telephone calls during work hours _____							
Attitude when given additional work _____							
Typing proofread and corrected _____							
Charts pulled and filed at appropriate time _____							
Charts reviewed _____							

	U	1	2	3	4	5	NA
Desk kept neat where viewed by public _____							
Patient accounts managed properly _____							
Appointments properly recorded _____							
Broken appointments rescheduled _____							
X-ray technique _____							
Sterilization techniques _____							
Resourcefulness with supplies and material _____							
General care of equipment _____							
Stocking and care of units _____							
Instruments kept sharp and clean _____							
Health history reviewed _____							
Light on when Dr. at chair _____							
Instruments ready to hand _____							
Rubber dam placed _____							
Mouth cleaned and checked to save time _____							
No wasted chair time _____							
Charts written properly and neatly _____							
Efficiency with amalgams _____							
Efficiency with resins _____							
Efficiency with sealants _____							
Efficiency with crowns _____							
Efficiency with space maintainers _____							
Efficiency with appliances _____							
Efficiency with surgery _____							
Efficiency with endodontics _____							
Efficiency with recalls and exams _____							
Efficiency with emergencies _____							
Efficiency with management cases _____							
Efficiency with medically compromised patients _____							

Date _____

GROWTH APPRAISAL

ATTITUDE — INITIATIVE

Has the personal drive and determination to get the job done

Takes pride in accomplishments

Wants to do the best job possible for each task

Has generally positive, cheerful attitude

Reacts inconsistently when interfacing with different patients

Shows consistency with peers and doctor

TEAM WORK — DEVELOPMENT

Understands office priorities and balances own to be compatible

Willing to work problems that hinder team performance;
handles conflicts well _____

Recognizes contributions from others

Has a good relationship with dentist and staff

Seeks new ways to improve self and others

Trusts co-workers

Shares willingly: skills, knowledge and time

Does this person give and receive directions well?

DEPENDABILITY

Is responsibility accepted and carried through the completion of any task? _____

Would you give this person a task and feel confident it would get done? _____

Are problems encountered or inability to complete a task reported to manager? _____

Does employee give full efforts and concentration to the job or is the person more concerned about salary and time off? —

[illegible]

Are additional training needs noted by this person and reported to dentist? _____

Does employee use initiative in seeking additional training?

How effective is this person in training others?

Would you want to be trained by this person?

Are points made clearly and concisely?

Does this person contribute willingly in all office settings?
Staff meetings? _____

If you needed information quickly, would you seek this person for an explanation? _____

Is grammar correct?

Well-respected

Trusted

Hardworking

Contributing

Developing member

Open; honest

Safe

Professional

Thorough

Active