



**Employee's Name:**

**Title:**

**Practice Manager:**

**Review Period:**

## Performance Review Form

Updated April 2017

### Job Definition :

1. Attach a current position description; if applicable, make note of any significant changes since last year's performance review.
2. If performance goals were set at the last performance review, attach a copy of these goals and comment on the employee's progress.

### Performance Competencies (Depending on position, some competencies may be more relevant than others.)

Performance Level	Description	Exceptional	Highly Effective	Proficient	Inconsistent	Unsatisfactory	New/Not Applicable
<b>Exceptional:</b>	Performance is consistently superior and significantly exceeds position requirements.						
<b>Highly Effective:</b>	Performance frequently exceeds position requirements.						
<b>Proficient:</b>	Performance consistently meets position requirements.						
<b>Inconsistent:</b>	Performance meets some, but not all position requirements.						
<b>Unsatisfactory:</b>	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.						
<b>New/Not Applicable:</b>	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.						
1.	Skill and proficiency in carrying the Platinum Program Verbiage, Systems, and values that have been trained in. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Possesses skills and knowledge in the Exact Program – Clinical and Administrative. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Skill at planning, organising and prioritising workload <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communicates effectively with supervisor, peers, and patients <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Ability to work independently <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Exceptional:</b>	Performance is consistently superior and significantly exceeds position requirements.	<b>Exceptional</b>	<b>Highly Effective</b>	<b>Proficient</b>	<b>Inconsistent</b>	<b>Unsatisfactory</b>	<b>New/Not Applicable</b>
<b>Highly Effective:</b>	Performance frequently exceeds position requirements.						
<b>Proficient:</b>	Performance consistently meets position requirements.						
<b>Inconsistent:</b>	Performance meets some, but not all position requirements.						
<b>Unsatisfactory:</b>	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.						
<b>New/Not Applicable:</b>	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.						
7.	Ability to work cooperatively with supervision or as part of a team <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Willingness to take on additional responsibilities <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Reliability (attendance, punctuality, meeting deadlines) <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<i>Proficiency at improving work methods and procedures as a means toward greater efficiency.</i> <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional performance competencies for employees with supervisory responsibilities</b>							
11.	Displays fairness towards all subordinates. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Identifies performance expectations, gives timely feedback and conducts formal performance appraisals. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Delegates responsibility where appropriate, based on the employee's ability and potential. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Takes timely and appropriate corrective/disciplinary action with employees. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Takes specific steps to create and develop their diverse workforce and to promote an inclusive environment. <i>Brief explanation:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Performance Summary (attach additional pages as necessary)

1. List all aspects of employee's performance that contribute to his or her effectiveness.

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2. List aspects of employee's performance that require improvement for greater effectiveness.

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3. In what way is the employee ready for increased responsibility? What additional training will he/she need to be successful?

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### **Platinum System`s**

1. How has the verbiage been integrated into communication on a daily basis:

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2. Have the system`s been understood and implemented on a daily basis; eg addressing providers by 'DR', correct answering of the phone systems, correct conduct when speaking to patients, recalls and follow up calls (coming from the clinician), understanding patient behavior.

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3. Appearance: do they maintain the "Qantas" look that our patients deserve to see, if not what can be done to achieve this standard?

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**Goal Setting and Development Planning**

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4. List the employee's performance goals for the coming year:

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5. List the employee's development goals for the coming year:

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6. In the coming year, how will you provide guidance and assistance for the employee to accomplish his/her goals?

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***This annual performance review will become part of your Employee file. Please sign below to acknowledge that you have received this document.***

**Employee's Signature:**

**Date:**

**Supervisor's Signature:**

**Date:**