

I'm not robot!

Employee: _____ Driver Number: _____
Job Title: _____ Date of Last Evaluation: _____
Evaluation: _____

EVALUATION FACTORS		S	A	NI
Dedication	Reports to work on time.			
	Uses time constructively.			
Performance	Good working knowledge of job assignment.			
	Organizes and performs work in a timely, professional manner.			
Cooperation	Willingly accepts work assignments.			
	Willingly accepts changes in assignments not directly related to job.			
Initiative	Performs assigned duties with little or no supervision.			
	Performs assigned duties with little or no supervision, even under pressure.			
	Strives to meet deadlines.			
Communication	Communicates clearly and intelligently in person and during telephone contacts.			
Teamwork	Works well with fellow employees without friction.			
Character	Accepts constructive criticism without unfavorable responses.			
Responsiveness	Handles stressful situations with tact.			
Personality	Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.			
Appearance	Well groomed. Clean. Neat.			
	Dresses appropriately for work.			
Work Habits	Maintains neat and orderly workstation.			
	Maintains neat and orderly paperwork.			

LEGEND: S = Satisfactory A = Adequate NI = Needs Improvement

Comments and Recommendations:

This performance evaluation has been reviewed with me, and I understand that I may attach my comments, if desired.

Employee Signature: _____ Date: _____
Evaluation Performed by: _____ Date: _____

[illegible]

A Practice Performance Report benchmarks a medical practice against MGMA norms for revenue and costs, balance sheets, staffing (FTE and costs), A/R and ratios. We can benchmark a medical practice using any of the more than 700 variables in the Cost Survey report.

Benchmarking operations presents more than establishing targets for expenditures. The report results should be developed through a process in which all providers including the Medical Group's Executive Management Director team (hereinafter MGMTD) participate. Cost and productivity issues between providers come into clear view during this process, underscoring the need for administrative and physician leadership. For instance, the process will expose opportunities for integrating systems, facilitate dialogue among the stakeholders in the practice, and ultimately serve as a catalyst for changes in the operation.

The process of benchmarking will surface issues related to physician production, expectations for changes to the case mix and/or insurance mix and opportunities to maximize revenue through fee schedule changes.

Reporting

The reporting and analysis of operating results through financial statements must be done according to a consistent methodology. Medical practices historically report performance on the cash basis of accounting differing from the accrual methods utilized by larger businesses including hospitals. The differences in the two accounting systems are significant. For example, accrual accounting reports income when services are rendered, whereas cash basis accounting recognizes the income when the payment is received. Because physician practices are not endowed with substantial working capital, the overriding financial issue is whether there is enough cash on hand to pay expenses. In this regard, accrual accounting can provide misleading information. Furthermore, recognizing the income when services are rendered will have tax implications for the physician practice as a cash basis taxpayer, an issue that does not concern commercial enterprises and bigger businesses.

[illegible]

Employee Appraisal Report

Name: _____ Date: _____
Position: _____ Supervisor: _____

1=DOES NOT MEET EXPECTATIONS
2=DOES NOT ALWAYS ACHIEVE EXPECTATION
3=MEETS ALL EXPECTATIONS OF JOB
4=FREQUENTLY EXCEEDS EXPECTATIONS
5=CONSISTENTLY EXCEEDS EXPECTATIONS

Goal Setting/Achievement	1	2	3	4	5	Total	Average
Defines aggressive, attainable goals.						0.0	0.0
Achieves goals effectively and consistently.						0.0	
Sets priorities for effective goal attainment.						0.0	
Initiates two-way communication.						0.0	
Strives for self-improvement.						0.0	
Comments:							

Work Effort	1	2	3	4	5	Total	Average
Works on own initiative.						0.0	0.0
Completes work on time.						0.0	
Produces quality work efficiently.						0.0	
Knowledge of job & essential factors of related						0.0	
Minimal supervision required.						0.0	
Attendance and punctuality.						0.0	
Completes assignments when required.						0.0	
Comments:							

General Performance Traits	1	2	3	4	5	Total	Average
Use of good judgment in arriving at decisions.						0.0	0.0
Imagination/Creativity/Resourcefulness.						0.0	
Takes Initiative						0.0	
Conveys appropriate self-confidence.						0.0	
Oral communication skills.						0.0	
Written communication skills.						0.0	
Knowledge of company policies/procedures.						0.0	
Personal behavior.						0.0	
Comments:							

Response Under Stress	1	2	3	4	5	Total	Average
Maintains effectiveness under pressure.						0.0	0.0
Acts decisively & logically under pressure.						0.0	
Successfully handles various tasks under pressure.						0.0	
Responds positively to changing circumstances.						0.0	
Comments:							

In this article, we've researched and compiled an expansive list of pre-built performance review templates that can be used to evaluate and manage employee performance. Below, you'll find a wide range of free templates in Word and Excel formats, including an annual performance review template, employee training plan template, employee evaluation form template, and more. Download Simple Performance Review Template Excel | Smartsheet This simple performance review template offers just the basics: a list of employee skills and qualities, and a rating system from poor to excellent. This is not an in-depth, qualitative review, but it provides a snapshot of employee performance and can help guide a conversation between manager and employee. There is a section for comments or additional notes where you can include significant accomplishments or future goals. This is a simple form for situations that do not require detailed written feedback. We've also included templates from Smartsheet, a work execution platform that empowers you to better manage the employee performance review and training process with real-time collaboration and work automation. Smartsheet is a cloud-based platform that enables HR teams to manage everything from job applicant tracking to new hire onboarding and employee performance reviews. See Smartsheet in action. Watch a free demo Download Employee Evaluation Template Excel | Smartsheet This employee evaluation form is designed to provide a comprehensive annual review. The template includes sections for measurable objectives that can be weighted and evaluated with follow-up notes. Other sections include assessing employee skills, self-evaluation for employees, and employee evaluation of managers. At the bottom of the template there is also room included for a professional development plan. This evaluation form is appropriate for a wide range of businesses, and can be customized to be as detailed or simple as needed. Download Employee Attendance Template Excel | Smartsheet Document employee attendance with this simple template. Keeping track of employee's past work availability, vacation time, and personal or sick leave can support your performance review process. It's also just a useful human resources tool for creating a record of employee attendance, including paid sick leave and vacation time. Download Employee Training Plan Template Excel | Word | PDF | Smartsheet This employee training plan template is designed for new hires to help facilitate the onboarding process. Having a clear training schedule and objectives can help the transition go smoothly, and also provides a document for both the new employee and manager to refer to with questions and updates. After the introductory training period is completed, the template can be used as an evaluation tool to assess progress and create a plan for moving forward. The template includes room for feedback during each stage of training, which will come in handy when the time comes for a performance review. This template can also be used for employees who are moving into new roles. Download Annual Manager Evaluation Template Use this annual evaluation form template to focus on assessing management competencies. List as many competencies as needed to evaluate job performance, then use the rating system and comments section to provide well-rounded feedback. This template also provides a summary of the ratings to give you a quick overview of a manager's performance. Download Group Evaluation Template If you need to evaluate a department, team or other organizational group, this template allows you to rate individuals for multiple competencies, and then calculates the total rating for the group. This is a simple evaluation form that can give you a general idea of the strengths and weaknesses of a particular group. The rating assigned to each employee can be pulled from self-evaluation forms or other performance reviews. Download Annual Performance Review Template Word | Smartsheet This annual performance review template is separated into four sections: current responsibilities, performance assessment, professional development plan, and employee comments. Use the template to create a detailed narrative of an employee's performance, including exceptional accomplishments as well as areas that need improvement. Work with the employee to create a professional development plan for the year ahead. This template encourages clear communication between employee and manager, and provides plenty of room for detailed feedback. Download Professional Development Plan Template - Word A professional development plan outlines specific goals and a plan of action for reaching them. This template includes sections for listing any training or further education that might be needed, the purpose of each goal toward career development, action steps, support required to achieve the goals, and a timeline. Goals are separated into short-range, mid-range and long-range to address current needs as well as future growth. Taking the time to create a professional development plan can help keep your employees inspired and ensure that your future business goals are reachable. Download Mid Year Employee Evaluation Template - Word A mid-year performance review supports the annual review by tracking progress and providing a reference point for future evaluations. This mid-year employee evaluation form provides a simple layout and rating scale for assessing performance. Sections are included for comments from both the supervisor and employee as well as a goal plan for the evaluation period. With this template, you can create a detailed evaluation and development plan, or keep it simple for a more informal mid-year review. Download Introductory Period Performance Review Template - Word This performance review template offers a simple rating scale for new employees as well as space for providing open-ended feedback, listing goals, and identifying training needs. It's designed to be used after the typical 90-day introductory period. Conducting a performance review at this time can help ensure that the individual is a good fit and provide a clear plan of action along with adequate support as the employee grows in his or her position. Download Employee Self-Evaluation Template - Word Self-evaluations can be challenging, but they can actually be a meaningful tool rather than just a formality. A self-evaluation is a chance to honestly evaluate your job performance and find out if your manager has the same understanding. It's an opportunity to own your achievements, let your manager know what you'd like to work on, and focus on your career plan. A self-evaluation can be part of a collaborative effort to define performance objectives and expectations that are in line with both the employee's career goals and the needs of the business. This self-evaluation form provides an open-ended outline for identifying responsibilities, assessing performance and planning performance objectives. Download Upward Feedback Template Word | PDF Utilizing upward feedback can boost employee job satisfaction and help develop more effective leadership. This upward feedback template gives an employee the chance to provide meaningful feedback to a supervisor. The template is uncomplicated and designed to solicit thoughtful feedback on strengths, accomplishments and areas for improvement. Download Peer Review Template - Word This peer review template is intended for organizations that include 360-degree feedback in their evaluations. Competencies are rated using a number scale to provide a simple, quantitative look at performance. You can edit the template to include whatever competencies are relevant and appropriate for a peer review among co-workers. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Try Smartsheet for Free Get a Free Smartsheet Demo Just like a radioactive bug bite or taking a stumble into a vat of nuclear waste, the power of performance reviews can be used for good or for evil. At their best, employee performance reviews motivate employees, increase engagement, and skyrocket organizations to new levels of achievement. At their worst, they intimidate workers, judge employee value, and cripple team effectiveness. The same good versus evil paradigm applies to performance review templates. We want to make sure you're using employee reviews for good—so we did the heavy lifting and created impactful performance review templates for you! 4 Tips for an Effective Employee Performance Review Before you put any of these templates into action, make sure you've been trained on the best ways to use the templates in your tool belt. Won't these things hurt your mind, nearly any performance review template 1. Make it a two-way conversation. Performance reviews should no longer be treated like performance evaluations. If you want your performance review to really stick with employees, it must be a two-way conversation, with both sides contributing. 2. Take time for reflection. Reflection is the standard for most performance reviews. Take the time to look back on behaviors and accomplishments. 3. Create a coaching moment. Managers need to act as coaches, not judges. You're on the same team, after all. 4. Leave the meeting with clear next steps. After reflecting on the past, you and your employee need to look toward the future. Performance Review Templates Select and download any of our templates and start saving the world (or at least, employee performance). Here are 17 performance review templates to match any management style. 1. GOOD Performance Review Template A GOOD stands for Goals, Obstacles, Opportunities, and Decisions. This template is great for guiding an effective 1-on-1 conversation between managers and employees. Pros: Encourages conversation, reflection, and future planning Cons: Doesn't include metrics by which to measure or compare employees (we don't encourage that anyway) Get the template >>> 2. Quarterly Check-In Template If monthly performance conversations aren't feasible, we recommend having them at least quarterly. This worksheet will guide you through topics of discussion for quarterly performance conversations. Pros: Employees and managers can act on findings more quickly Cons: Isn't always focused on long-term goals of the company and employee Get the template >>> 3. Mid-Year Performance Review Template A mid-year performance review is a good opportunity to check in on goals and see if anything needs to be adjusted for the remainder of the year. It should focus on key highlights, obstacles, and a plan for the future. Pros: Allows managers and employees to recalibrate before the year is over Cons: Leaves a long gap between performance reviews Get the template >>> 4. Annual Performance Review Template In an annual performance review, managers and employees should summarize performance across the year. It's also a good opportunity to find out what goals employees would like to prioritize and to look toward the future. Pros: Allows managers and employees to look at the big picture of an employee's performance Cons: It's tough to review an entire year of performance in one conversation Get the template >>> 5. One-Page Performance Review Template If you're looking for the absolute basics, check out this one-page employee evaluation form from Lessonly. Pros: Quick and straightforward—has a defined rating scale Cons: Leaves little room for additional information; doesn't encourage two-way discussion Get the template >>> 6. Self-Assessment Template A self-assessment helps employees reflect on their own performance and discover barriers to, or opportunities for, personal success. Pros: Instills reflective habits in employees and encourages them to own their own performance Cons: Doesn't account for feedback from peers and managers Get the template >>> 7. Peer Review Template A peer review helps managers gather feedback about an employee's performance from their teammates. Peer feedback can help shed light on strengths or challenges that might not have been obvious to a manager based on their own perspective and experiences. Pros: Solicits opinions of those working closest with an employee Cons: Allows for employee biases that might affect evaluation Get the template >>> 8. Upward Feedback Template It's important for managers to gather feedback on their own performance as well. Upward feedback allows employees to share their perspective on what their manager is doing well, and where they could improve. Pros: Opens up the door for a two-way conversation about manager effectiveness Cons: Employees might be worried about the consequences of providing feedback Get the template >>> 9. Team Performance Review Template Team performance is becoming increasingly more important. Use this template to build trust by creating an open feedback culture among teams. Pros: Gives a sense of how an overall team, not just individuals, is performing Cons: Extremely high or low scores by a few individuals can skew results Get the template >>> 10. 360 Performance Review Template Use this template to gather feedback from the people that your employees work most closely with every day. It will diversify your performance data and help provide insight you might not have gathered otherwise. Pros: Shines a light on the entirety of an employee's actions, not just what the manager witnesses Cons: Could be difficult for some employees to judge accurately Get the template >>> 11. Professional Development Template Professional development and career alignment are key drivers of employee engagement and performance. Use this template to check on the alignment of employee strengths, skills, goals, and job role. Pros: Allows aligned expectations to be compared pre- and post-performance cycle Cons: Can be fairly general Get the template >>> 12. Performance Improvement Template If an employee isn't meeting expectations, it might be time for a performance improvement plan. Use this template to discover what's hindering performance and to create a plan to improve it. Pros: Can course-correct declining performance and give employees a fair chance to improve Cons: Can be disengaging Get the template >>> 13. Behavior Change Template Employee behaviors can have a big impact on individual and team success. Use this template to understand and address behaviors that are enhancing or detracting from performance. Pros: Helps managers and employees identify issues, needs and barriers together Cons: An effective conversation can only be had with a self-driven employee Get the template >>> 14. Compensation Check-In It's important for managers and employees to talk openly about an employee's compensation. Use this template to track an employee's understanding of compensation, benefits, bonuses, and pay. Pros: Encourages pay transparency among organizations, managers, and employees Cons: Employee expectations can't be met all the time Get the template >>> 15. 90-Day Review Template New hires deserve to know how they're doing. Use this template to review an employee's first 90 days at an organization. It will help you set short-term goals and a shared vision for the future. Pros: Helps provide clarity and early performance feedback for new hires Cons: Limited to manual labor employees Get the template >>> 16. Goal Setting Conversation Template Goal setting conversations aren't necessarily part of a performance review, but they are an important piece of the puzzle. Your employees need measurable, aligned goals that you can track progress toward. Pros: Helps managers and employees set aligned, measurable goals Cons: Will not be effective if not discussed regularly throughout the performance cycle Get the template >>> 17. Simple 1-on-1 Progress Check Formal performance conversations are important. And they'll be even more effective if managers and employees keep in touch with simple, weekly check-ins. These quick conversations allow managers and employees to address obstacles as they come up, leading to better performance. Pros: Quick and frequent check-ins allow for better communication and agility Cons: Managers need to set dedicated time aside for each employee Get the template >>> There you have it—your ultimate toolkit of performance review templates. Download our Performance Review Templates to take them all with you in one package.

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