



# Employee Evaluation & Wage Review

Employee			Date		
Title		Time in Present Position	Date of Last Review		
Attendance	Tardies	Unexcused	Excused	Vacation	
Scoring	-	EXCEEDS 71-90	MEETS 41-70	NEEDS IMPROVEMENT 0-40	

GENERAL	Exceeds	Meets	NUL
1. Accountability - Accepts responsibility for actions, answerable to consequences	3	2	1
<ol><li>Punctuality &amp; Attendance - is rarely absent, arrives punctually, works required hours</li></ol>	3	2	1
<ol><li>Cooperation – Has ability to get along with coworkers and management</li></ol>	3	2	1
4. Attitude/Respectfulness - Shows initiative, optimism, and politeness	3	2	1
<ol><li>Accepts Criticism - Has ability to learn from suggestions and change behavior</li></ol>	3	2:	1
<ol><li>Flexibility - Has capacity to respond to changing situations and expectations</li></ol>	3	2	1.
<ol><li>Policy &amp; Procedures - Follows organization's policies and procedures</li></ol>	3	2	1.
8. Completion of Assignments - Successfully completes tasks and meets all deadlines	3	2	1
<ol><li>Patient Interaction - Ensures high-quality care, respects patients' dignity and confidentiality</li></ol>	3	2	1
10. Quality of Work - Is thorough, accurate, and neat in work	3	2	1.
<ol> <li>Willingness to Develop Skills - Desires to take on challenges and learn new techniques</li> </ol>	3	2	1
12. Communication Skills - Conveys information effectively and efficiently	3	2	1
<ol> <li>Organizational Skills - Has capacity to stay on track and use time effectively</li> </ol>	3	2	2.
14. Confidentiality - Does not discuss internal events with coworkers	3	2	1
<ol> <li>Appearance/Dress Code - Demonstrates a professional and well-kept appearance</li> </ol>	3	2	1
<ol> <li>Appearance of Work Area - Keeps work area neat and orderly</li> </ol>	3	2	1.
<ol> <li>Conflict Resolution - Seeks constructive approaches to resolving workplace issues</li> </ol>	3	2	1
<ol> <li>Safety - Contributes to a safe and secure environment by following established procedures.</li> </ol>	3	2	1.

# **Employee Performance Review Guide Oklahoma Baptist University**

**BM King** 

# **Employee Performance Review Guide Oklahoma Baptist University:**

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