

Performance Evaluation Policy

It is the policy of this practice to provide our team members with regular evaluations of work performance.

The performance evaluation is a great opportunity for the dentist and the team member to discuss their job performance, their objectives and their purpose. Performance reviews are based on the responsibilities detailed in the job descriptions, as well as on adherence to the standards of conduct expected by the practice and laid out in the employee manual.

They are the basis for such important personnel decisions as merit raises, promotions, and termination of employment.

Each new team member receives an initial performance review after their first three months of employment. Every team member receives an appraisal at least once each year on or near their initial date of employment.

The dentist or direct supervisor reviews the employee job description and completes the evaluation form for their record. The team member reviews his or her own job description and completes the team member evaluation form. Then, the team member and the dentist or supervisor meet to discuss the strengths and areas displayed and where improvement is needed. Together they set objectives for the coming year.

You can evaluate your own performance and share your perceptions with the supervisor. Both parties sign the evaluation form and place a copy in the practice personnel files.

Performance Evaluation Process:

Initial Evaluation (After Three Months of Employment): Every new team member will receive an initial performance review after completing their first three months of employment. This evaluation aims to assess how well the team member has adapted to their role and responsibilities during the introductory period.

Annual Performance Review: Each team member will receive an annual performance review on or around their initial date of employment. This yearly evaluation provides a

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comprehensive assessment of the team member's performance and growth over the past year.

Evaluation Forms:

- **Supervisor Evaluation Form:** The dentist or direct supervisor will review the employee's job description and complete the evaluation form based on their observations and assessments. This form serves as a record of the evaluation and includes both strengths and areas where improvement is needed.
- **Team Member Self-Evaluation Form:** The team member will review their own job description and complete the self-evaluation form. This form allows team members to reflect on their performance, identify areas of personal growth, and contribute their perspectives on their role.

Evaluation Meeting:

Following the completion of the supervisor and team member evaluation forms, a meeting will be scheduled between the dentist or supervisor and the team member. During this meeting:

- **Discussion of Performance:** Both parties will discuss the team member's strengths, achievements, and areas where improvement is required. This open dialogue encourages effective communication and a mutual understanding of expectations.
- **Objective Setting:** Together, the dentist or supervisor and the team member will set objectives for the upcoming year. These objectives will be aligned with the team member's role, the practice's goals, and the individual's professional growth.

Feedback and Signatures:

- **Two-Way Feedback:** The evaluation process encourages open communication, allowing team members to share their own perceptions of their performance and seek feedback from their supervisors.
- **Signatures and Documentation:** Once the discussion is concluded, both the team member and the dentist or supervisor will sign the evaluation form, indicating their agreement with the discussed points. A copy of the completed evaluation form will be placed in the practice's personnel files.

Personnel Decisions:

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Performance reviews serve as the foundation for significant personnel decisions, including merit raises, promotions, and, when necessary, the termination of employment. The evaluations provide a comprehensive overview of a team member's contributions and growth, helping the practice make informed decisions about their career progression within the organization.

By conducting regular performance evaluations, we aim to foster a culture of continuous improvement, professional development, and open communication within our practice.

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