

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 copy is in the practice personnel files.