



KEY	
GREEN	= improved from last review
Yellow	= consistent
Red	= decreased stats

Jane Smith, Dental Assistant
2023 Yearly Performance Review

1. Job Knowledge

Jane – **Excellent** / Assessment – **Excellent**

- a. Proficiencies:
 - i. You have a great understanding of each doctors' preferences.
 - ii. You express the desire to learn and do better.
 - iii. You give informative explanations of treatment to the patients.
- b. Constructive Feedback:

2. Productivity & Initiative

Jane – **Excellent** / Assessment – **Excellent**

- a. Proficiencies:
- b. Constructive Feedback:

3. Work Quality & Consistency

Jane – **Excellent** / Assessment – **Good**

- a. Proficiencies:
- b. Constructive Feedback:

4. Technical Skills

Jane – **Excellent** / Assessment – **Excellent**

- a. Proficiencies :
- b. Constructive Feedback:

5. Enthusiasm & Cooperation

Jane – **Excellent** / Assessment – Enthusiasm= **Good** Cooperation = **Excellent**

- a. Proficiencies:
- b. Constructive Feedback:

6. Work Relations



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Jane – **Excellent** / Assessment – **Good**

- a. Proficiencies:
- b. Constructive Feedback:

7. Punctuality, Attendance, Dependability

Jane – **Excellent** / Assessment – Attendance & Dependability = **Excellent**

Punctuality = **Good**

- a. Proficiencies
- b. Constructive Feedback

8. Communication skills

Jane – **Excellent** / Assessment – **Good**

- a. Proficiencies
- b. Constructive Feedback

Goals from 2022 you have met:

- 1.
- 2.

Goals from 2022 you have not met:

- 1.
- 2.

Your Impact on Hogwarts Dental:

“ ... ”

We truly appreciate you being a member of our team.