



4041 Powder Mill Road, Suite 107
 Beltsville, Maryland 20705

Voice: 240-334-4333 Fax: 240-387-6298

Employee Performance Evaluation

Name:	Position:	Units Worked:	Date:
Facility:			

Rating: Please rate using the following scale: <ul style="list-style-type: none"> 0 = Does not meet expectations 1 = Needs improvement 2 = Meets Expectations 3 = Exceeds Expectations 	
Patient Care	Rating
1. Assesses patients accurately according to nursing/unit policies, procedures and protocols.	
2. Collaborates, communicates with family and team members in planning delivery of care.	
3. Delivers patient care according to facility policies, procedures and protocols.	
4. Evaluates the effectiveness of care delivered and patient's progress towards desired outcomes.	
<i>Comments: (if applicable)</i>	
Skills / Competency	Rating
1. Demonstrates competency in all required competencies in clinical skills and technology.	
2. Provides care appropriate for the patients development and chronological age.	
<i>Comments: (if applicable)</i>	
Documentation	Rating
1. Completes form, flow sheets patient teaching records, documents appropriately according to facility and unit policies, procedures and protocols.	
2. Documents reports to physicians and collaborates with health care team members.	
3. Documents patient response to interventions and medications.	
<i>Comments: (if applicable)</i>	
General Evaluation	Rating
1. Quality of work	
2. Productivity	
3. Professionalism	
4. Communication Skills	
5. Attendance / Punctuality	
<i>Comments: (if applicable)</i>	
Name of Evaluator (Please Print)	Title:
Signature	Date: Telephone: