***Express Chiropractic & Wellness***

PERFORMANCE SELF-ASSESSMENT

NAME:

POSITION:

A. [ ] Full Time [ ] Part Time: avg # hours/week

Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SELF ASSESSMENT**

Complete all required tasks and do so with minimal prompting? Excellent Good Could Improve

Do I complete tasks during both normal and stressful conditions? Excellent Good Could Improve

How well do I accept assignment changes or additions? Excellent Good Could Improve

How well do I manage multiple tasks? Excellent Good Could Improve

Am I always on time to the office? Excellent Good Could Improve

Do I handle personal tasks/life during designated work hours? Never Occasionally Often

How effective am I at handling problems that arise with patients/accounts? Excellent Good Could Improve

Do I actively seek to solve them? Excellent Good Could Improve

Do I seek new assignments/workplace needs when regular job is completed? Excellent Good Could Improve

Do I always maintain a high level of customer service and positive attitude? Excellent Good Could Improve

My strong points with my job in this office are?

What areas could be improved?

Do you have any improvement goals for yourself for the next 6 months? (Ex: Efficiency, Productivity, Training/Education, Personal Habits, Teamwork, Improving Workplace, Etc)?

**CLINIC/LOCATION ASSESSMENT**

What do you like about this clinic/position?

What suggestions do you have that would improve the workplace/teamwork?

What can I (the Manager/Owner) do to improve the workplace/teamwork?