

Personnel Review

Rev. 10/16/08

Staff Name: _____ Today Date: _____

Last Review Date: _____

What I have been working on since my last review:

What progress has occurred since my last review on the items that I stated I would be working on?

What I will be working on during the next quarter:

How does what I will be working on relate to my job and the agency goals?

Comments:

Anticipated Next Review Date: _____ (Not more than 3 months away)

Supervisee

Supervisor

Topics to Consider in Review

The following items are issues that might be considered “goal” topics for the monthly review. Not all items must be covered, but rather this is a starting point for considering what you may want to address in your performance review. You may also choose to address items that are not on this list.

- Accessibility
- Accuracy of work
- Attendance
- Billing accuracy
- Care Management
- Client Retention
- Client Satisfaction
- Closures
- Collection rate
- Commitment to agency
- Data entered
- Filing up to date
- Flexibility
- Knowledge of work area
- Notes per hour
- Outcome
- Peer Review Measures
- Production
- Professional appearance
- QA compliance
- Referral source satisfaction
- Reliability
- Responsive to client needs
- Responsive to co-workers
- Scheduling accuracy
- Self-initiation
- SOC Compliance
- Thoroughness
- Timeliness