Veterinarian evaluation form

Employee's name	Date
Evaluated by	Evaluation period

For each statement below, circle a rating using this chart as a guide.

4 Excellent Performance consistently meets and frequently exceeds requirements.
3 Good Performance consistently meets and sometimes exceeds requirements.

2 Satisfactory Performance usually meets requirements.

1 Needs improvement Performance frequently doesn't meet requirements and is below accepted

hospital standards.

General practice knowledge and business skills

- 1 2 3 4 Knows the hospital's mission and its policies.
- 1 2 3 4 Understands how the practice functions as a whole, including what everyone's job duties are.
- 1 2 3 4 Continuously seeks ways to improve hospital operations; makes suggestions for improvement.
- 1 2 3 4 Has a reasonable understanding of overhead costs and considers ways to increase profitability.
- 1 2 3 4 Understands the role of marketing in determining practice productivity and supports both internal and external marketing efforts.
- 1 2 3 4 Makes efforts to improve inventory management.

Productivity

- 1 2 3 4 Charges appropriately for time and services provided.
- 1 2 3 4 Works efficiently and uses support staff members appropriately.
- 1 2 3 4 Uses equipment and hospital supplies with care; tries to minimize wear and tear on hospital.

Medical and surgical skills

- 1 2 3 4 Demonstrates appropriate levels of medical and surgical knowledge and skill.
- 1 2 3 4 Follows hospital policy and procedures in performing medical and surgical tasks.
- 1 2 3 4 Provides a technically thorough exam for all patients in accordance with the animal's medical condition and the reason for the appointment.
- 1 2 3 4 Spends sufficient time during the appointment to satisfy the patient's medical requirements and the client's needs.
- 1 2 3 4 Ensures clients receive accurate cost estimates for treatment; obtains written permission before beginning treatment or surgery.
- 1 2 3 4 Helps clients make informed decisions about whether they want a product or service; makes thorough recommendations.

Record-keeping skills

- 1 2 3 4 Updates treatment records and other medical-related records promptly, legibly, and accurately.
- 1 2 3 4 Updates anesthesia/surgery logs and the controlled-substance log promptly, legibly, and accurately.

Continuing education

- 1 2 3 4 Develops and follows a specific annual plan to meet continuing education requirements.
- 1 2 3 4 Develops and follows a specific plan to stay current with new developments in veterinary medicine.
- 1 2 3 4 Creates opportunities to learn about the business side of practice.

Client skills

- 1 2 3 4 Relates well to clients; remembers client and patient names; thoroughly explains diagnosis and treatment alternatives in understandable terms.
- 1 2 3 4 Uses visual aids or other educational materials to explain points to clients.
- 1 2 3 4 Considers client's emotional well-being and patient's welfare when making decisions about treatment.
- 1 2 3 4 Calls clients personally after significant treatments or procedures or ensures that a staff member calls; makes sure calls are noted in files.
- 1 2 3 4 Instills confidence in clients; is well-liked.

Staff skills

- 1 2 3 4 Shares medical knowledge and expertise with staff members.
- 1 2 3 4 Is approachable by staff members but always maintains a professional doctor/staff relationship; works well as part of a team.
- 1 2 3 4 Sends employees who have concerns or criticisms to the office manager rather than getting involved.

Professional image and behavior

- 1 2 3 4 Is always dressed professionally; is clean and well-groomed.
- 1 2 3 4 Wears name tag and clean, white jacket.
- 1 2 3 4 Keeps a positive attitude.
- 1 2 3 4 Is punctual and dependable.

Overall comments	
Goals for the following year	Date to complete
1	·
2	
3	
4	
5	