



Directions: Have team member complete self assessment and set personal goals before meeting with supervisor.

Team Member Name: _____ Month/Year: _____

Thank you for taking the time to complete this performance review.
Only by consistently measuring ourselves and setting goals, can we more fully attain our motto:

Little Chompers Vision Statement is to BEE:
 - Bless Children
 - Educate Parents and the Community
 - Eliminate Cavities and Improve Oral Hygiene

Little Chompers Core Values:
 -Connect with a smile
 -Be proactive
 -Be humbly confident
 -Do the right thing
 -Connect with a smile

Rating Scale Legend

| Rating | Abbrev | Description |
|----------------------|---------------|--|
| Not Applicable | NA | Team member too new to company or competency not applicable to team member. |
| Needs Improvement | 1 | Consistently falls short of performance standards. Performance is far below expectations. Significant improvement required. |
| Below Expectations | 2 | Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance had declined significantly, or employee has not sustained adequate improvement, as required since last performance review or performance improvement plan. |
| Meets Expectations | 3 | Meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives. Lacks appropriate level of skills or is inexperienced/still learning the scope of the job. |
| Exceeds Expectations | 4 | Consistently meets and often exceeds at relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas. |
| Exceptional | 5 | Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work |



Section 1: Review of Performance Title: Hygienist

| Connect with a Smile | Team member | Supervisor |
|--|--------------------|-------------------|
| Thorough patient education and product offering. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Takes initiative and time to comfortably talk with patients and parents. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Helps patients feel comfortable and at ease. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Comments: | | |

| Do the Right Thing | Team member | Supervisor |
|---|--------------------|-------------------|
| Maintains schedule awareness and proactively adjusts workflow to stay on time. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Takes ownership of assigned responsibilities without requiring frequent reminders. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Consistently arrives prepared for each patient appointment. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Utilizes downtime productively to support patient care, clinic readiness, and team needs. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Comments: | | |

| Compassion is Golden | Team member | Supervisor |
|---|--------------------|-------------------|
| Delivers high-quality care while maintaining efficiency and schedule flow. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Assists teammates as available without compromising responsibilities to patients. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Promotes effective communication across departments. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Contributes to a positive and solutions-oriented work environment. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Comments: | | |

| Be Humbly Confident | Team member | Supervisor |
|---|--------------------|-------------------|
| Leads by example through professionalism, preparedness, and work ethic. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Accepts feedback positively and implements changes promptly. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Demonstrates accountability for mistakes and actively works toward solutions. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Serves as a role model for newer team members. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Maintains a high standard of clinical excellence and patient care. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Comments: | | |

| Be Proactive | Team member | Supervisor |
|---|--------------------|-------------------|
| Monitors schedule continuously and anticipates bottlenecks before they occur. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Keeps patients, providers, and team members informed of delays or schedule changes | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Ensures timely hand-offs to doctors, assistants, and front office staff. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Maintains productive patient flow throughout the day. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Demonstrates urgency and initiative during busy periods. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Helps identify opportunities to improve department efficiency and patient experience. | NA 1 2 3 4 5 | NA 1 2 3 4 5 |
| Comments: | | |



Section 2: Review of Proficiencies Title: Hygienist

| Rating | Abbrev | Description |
|--------------------------|---------------|---|
| Not Acquainted | NA | Team member not acquainted with proficiency. |
| Understands | 20% | Understands proficiency |
| Reference Needed | 40% | Can perform proficiency with reference of guide/handbook |
| Limited Reference Needed | 60% | Can Performs proficiency with limited reference to guide/handbook |
| No Reference Needed | 80% | Can Perform proficiency without reference to guide/handbook. |
| Quickly w/o Reference | 100% | Can Perform proficiency quickly without reference to guide/handbook. |

| | | | | | | |
|--------------------------------------|----|-----|-----|-----|-----|------|
| Pediatric Propphy | NA | 20% | 40% | 60% | 80% | 100% |
| Periodic Exam preparation | NA | 20% | 40% | 60% | 80% | 100% |
| Comprehensive Exam preparation | NA | 20% | 40% | 60% | 80% | 100% |
| Bitewing & PA adiographs | NA | 20% | 40% | 60% | 80% | 100% |
| Panoramic radiographs | NA | 20% | 40% | 60% | 80% | 100% |
| Sealant application | NA | 20% | 40% | 60% | 80% | 100% |
| Fluoride application | NA | 20% | 40% | 60% | 80% | 100% |
| Local anesthesia | NA | 20% | 40% | 60% | 80% | 100% |
| Nitrous monitoring | NA | 20% | 40% | 60% | 80% | 100% |
| Treatment charting | NA | 20% | 40% | 60% | 80% | 100% |
| Clinical Notes | NA | 20% | 40% | 60% | 80% | 100% |
| Age-appropriate patient education | NA | 20% | 40% | 60% | 80% | 100% |
| Parent communicaiton | NA | 20% | 40% | 60% | 80% | 100% |
| Home care instructions | NA | 20% | 40% | 60% | 80% | 100% |
| Treatment plan presentation | NA | 20% | 40% | 60% | 80% | 100% |
| Product recommendation | NA | 20% | 40% | 60% | 80% | 100% |
| Explaining preventative services | NA | 20% | 40% | 60% | 80% | 100% |
| On-time appointment management | NA | 20% | 40% | 60% | 80% | 100% |
| Efficient operator turnover | NA | 20% | 40% | 60% | 80% | 100% |
| Doctor exam coordination | NA | 20% | 40% | 60% | 80% | 100% |
| Schedule awareness | NA | 20% | 40% | 60% | 80% | 100% |
| Timely Clinical handoffs | NA | 20% | 40% | 60% | 80% | 100% |
| Managing late arrivals | NA | 20% | 40% | 60% | 80% | 100% |
| Maintaining patient flow | NA | 20% | 40% | 60% | 80% | 100% |
| Anticiapting provider needs | NA | 20% | 40% | 60% | 80% | 100% |
| Leads by example | NA | 20% | 40% | 60% | 80% | 100% |
| In Office sedation | NA | 20% | 40% | 60% | 80% | 100% |
| Hospital sedation | NA | 20% | 40% | 60% | 80% | 100% |
| Triage patients | NA | 20% | 40% | 60% | 80% | 100% |
| Pre-school field trips | NA | 20% | 40% | 60% | 80% | 100% |
| Space maintainer follow up knowledge | NA | 20% | 40% | 60% | 80% | 100% |
| Special needs patient management | NA | 20% | 40% | 60% | 80% | 100% |
| Behavior guidance techniques | NA | 20% | 40% | 60% | 80% | 100% |
| Clinical flow leadership | NA | 20% | 40% | 60% | 80% | 100% |



Section 3: Performance Plan & List Goals

List your own goals: