



Employee Evaluation Form

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|--|---|
| Employee's Name (Last, First, & Initial) | Colleague # 0185300 |
| Hayhurst, Lynette | |
| Department/Title | Classification |
| Dental Hygiene Laboratory Manager | Classified Staff <input checked="" type="checkbox"/> Administrator <input type="checkbox"/> |
| Review Type | Supervisor's Name (Last, First, MI) |
| Regular <input checked="" type="checkbox"/> Probationary <input type="checkbox"/> Special <input type="checkbox"/> | Cleere, Donna K. |
| Review Period (Dates) | |
| From: 2/1/04 To: 2/1/05 | |

Amarillo College Mission Statement

“Amarillo College, a public community college, is dedicated to providing educational, cultural and community services and resources to enhance the quality of life for the diverse population in the service area.”

Division or Department Purpose Statement

Dental Hygiene Purpose Statement: Our mission is to provide quality technical education leading students toward the profession of Dental Hygiene and to enhance the quality of life in our community through the direct provision of dental hygiene services including patient education, disease prevention and therapeutic intervention to patients of all walks of life.

Job Description

(Describe all major job duties and responsibilities in order of importance. Attempt to limit job duties to 10 or less. Expand or delete job duty numbers as needed.)

Job Duty 1

Serves as a Laboratory Manager in Preclinical, Clinic, and Laboratory Dental Hygiene Courses. Specifically, these courses are: DHYG 1215, DHYG 1227, DHYG 1260, DHYG 1261, DHYG 1304, DHYG 1431, DHYG 2261, and DHYG 2360.

Job Duty 2

The employee will accurately and efficiently grade radiographs exposed by students during patient care in the following courses: DHYG 1260, DHYG 1261, DHYG 2261, and DHYG 2360.

Job Duty 3

The employee will enter student grades on an Excel Spreadsheet in a timely manner for the following courses: DHYG 1260, DHYG 1261, DHYG 2261, and DHYG 2360.

Job Duty 4

The employee will supervise dental hygiene students during Preventive and Community Projects in the following courses: DHYG 1227 and DHYG 1215.

Job Duty 5

The employee will manage special projects such as assisting with Mock Boards, Continuing Education Courses, Recruitment activities including Student Interviews, Career Connection, and Dental Meetings.

Job Duty 6

The employee will participate in annual OSHA, CPR, and emergency protocol updates.

Job Duty 7

The employee will work under the direction of the Dental Hygiene Director. The employee will attend faculty meetings and provide input on clinical policies, procedures, and student progress. Advising Sessions regarding clinical skills and remediation for dental hygiene students will be documented. The employee will have the ability to work under stress and as a team player and will deal with people in a professional manner.

Job Duty 8

The employee will initiate and work toward professional development in attaining a Bachelor's Degree.

Employee's Signature/Date

Supervisor's Signature/Date

Definition of Ratings

- 5 -- Performance consistently exceeds to a significant degree
- 4 -- Performance consistently exceeds expectations
- 3 -- Performance consistently meets expectations
- 2 -- Performance is intermittently below expectations
- 1 -- Performance is consistently below expectations.
- N/A -- Performance on a particular item could not be evaluated for this review

Reviewer Instructions: At the start of the review period, list the duties to be reviewed in order of importance and indicate the acceptable level of performance expectation for each. At the end of the review period, indicate the employee's performance rating for each duty and provide written justification in the "Comments" section. Reference to any attachments should be made on the evaluation form.

Job Duty 1:

Rating: **5**

Serves as a Laboratory Manager in Preclinical, Clinic, and Laboratory Dental Hygiene Courses.

Performance Expectations: (Provide measurable standard for the proficient level)

- a. The employee will evaluate dental hygiene students' performance in Preclinical, Clinic and Laboratory Dental Hygiene courses.
- b. The employee will complete a process and product evaluation form on all students who perform clinical skills, complete all forms, and monitor the students' work.
- c. The employee will report to the Clinic on time each day and will remain on the Clinic floor for the entire Clinic or Laboratory session.

Comments: (Documentation/justification for rating)

Performance consistently exceeds to a significant degree as evidenced from Co-Worker Evaluation Forms and Direct observation.

Job Duty 2:

Rating: **4**

The employee will accurately and efficiently grade radiographs exposed by students during patient care.

Performance Expectations: (Provide measurable standard for the proficient level)

- a. Radiographic grade sheets will be returned to students within one week or less of the date the radiographs were exposed.
- b. The employee will calibrate with other faculty members and use the grading Criteria for radiographs as outlined in the Dental Hygiene Clinic Manual.

Comments: (Documentation/justification for rating)

Performance consistently exceeds expectations as evidenced from Co-Worker Evaluation Forms and Direct observation.

Job Duty 3:

Rating: **Not Observed**

The employee will enter student grades on an Excel Spreadsheet in a timely manner and will also participate in developing the Clinic Schedules for the first and second year students.

Performance Expectations: (Provide measurable standard for the proficient level)

- a. Grade Sheets for each student's clinical performance will be entered into the computer on a weekly basis and a progress report for each student will be given to each student on a monthly basis.
- b. Clinic Schedules will be developed in a timely manner on a semester by semester basis and distributed to students and faculty.

Comments: (Documentation/justification for rating)

Jane McFarland, Clinic Coordinator, is a mentor for Lynette Hayhurst. Jane is teaching Lynette how to complete Clinic Schedules and how to enter students' grades on the computer. Lynette has not yet perfected these skills to be evaluated at this time.

Job Duty 4:

Rating: **4**

The employee will supervise dental hygiene students during Preventive and Community Projects.

Performance Expectations: (Provide measurable standard for the proficient level)
All student projects will be supervised and evaluated as evidenced by grade sheets for each community activity.

Comments: (Documentation/justification for rating)
Performance consistently exceeds expectations as evidenced from Co-Worker Evaluation Forms and Direct observation.

Job Duty 5:

Rating: **5**

The employee will manage special projects such as assisting with Mock Boards, Continuing Education Opportunities, Recruitment Activities including Student Interviews and Dental Meetings.

Performance Expectations: (Provide measurable standard for the proficient level)

The employee will be evaluated by the Program Director and by peers of the contribution and participation of the employee in these special projects.

Comments: (Documentation/justification for rating)
Performance consistently exceeds to a significant degree as evidenced from Co-Worker Evaluation Forms and Direct Observation.

Job Duty 6:

Rating: **4**

The employee will participate in annual OSHA, CPR, and emergency protocol updates.

Performance Expectations: (Provide measurable standard for the proficient level)

The employee will provide the Program Director with verification of the training sessions mentioned above. The documents produced to verify the training listed above will be kept in the employee's permanent file.

Comments: (Documentation/justification for rating)

Performance consistently exceeds expectation as evidenced from Co-Worker Evaluation Forms and Direct observation.

Job Duty 7:

Rating: **5**

The employee will work under the direction of the Dental Hygiene Director. The employee will attend faculty meetings and In-Service Days and provide input regarding clinical policies, procedures and student progress. The employer will have the ability to work under stress and as a team player and will deal with people in a professional manner.

Performance Expectations: (Provide measurable standard for the proficient level).

The employee must document attendance and participation for faculty development. Peer evaluations will be used to assess professionalism.

Comments: (Documentation/justification for rating)

Performance consistently exceeds to a significant degree as evidenced by Co-Worker Evaluation Forms and Direct observation.

Performance Factor Checklist

A. EFFECTIVENESS AS A TEAM MEMBER

| Rating | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Ability to work with others within the department | | | | | x |
| Accepts responsibility | | | | | x |
| Ability to work with other departments | | | | x | |
| Accepts change | | | | | x |
| Effectiveness Under Stress | | | | x | |
| Dependability | | | | | x |

Comments: _____

B. PERSONAL COMMUNICATION SKILLS

| Rating | 1 | 2 | 3 | 4 | 5 |
|-----------------|---|---|---|---|---|
| Courteous | | | | | x |
| Respects others | | | | | x |
| Confidentiality | | | | x | |

Comments: _____

C. INDIVIDUAL EMPLOYEE ATTRIBUTES

| Rating | Acceptable | Unacceptable |
|----------------------------|------------|--------------|
| Attendance | x | |
| Observance of Work Hours | x | |
| Dependability | x | |
| Personal Appearance | x | |
| Effectiveness Under Stress | x | |
| Compliance with Policy | x | |

Comments: _____

Employee Professional Development Plan: individual plans developed by all employees with their supervisors completed to identify specific performance and career goals providing a systematic process of renewal, learning, and growth. The Professional Development Plan (PDP) should include both short-term and long-term goals along with the training plan for achieving such goals for the upcoming evaluation period. (Use a blank additional page if needed)

Short Term Goals: (Within next year)

1. Continuing Education (At least 12 hours per year)
2. Learn how to do the Clinic Schedule
3. Learn how to enter students' clinic grades on the computer

Comments:

Training Plan for Achieving Short Term Goals:

1. Enroll and attend continuing education courses.
2. Work with Jane McFarland to learn how to do the Clinic Schedule.
3. Work with Jane McFarland to learn how to enter students' grades on the computer.

Long Term Goals:

1. Acquire a Bachelors Degree from Wayland Baptist University
2. Become a full-time faculty member
3. Possibly pursue a Masters Degree

Comments:

Training Plan for Achieving Long Term Goals:

1. Take a class or classes each semester to acquire a Bachelors Degree
 2. Possibly take a class to work toward a Masters Degree.
 3. Continue to learn about Amarillo College and the Department to prepare for a Full-time position as a faculty member at some point in the future
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Corrective Action Plan Required: (check one)

***Yes** _____ **No** **x** _____

*An unsatisfactory rating earned must be identified with goals for accomplishing by completing a Corrective Action Plan. In the event needed, the Corrective Action Plan will be prepared as a separate document supplied by the Department of Human Resources. The Corrective Action Plan should be completed, signed, and filed within 30 days after the evaluation period with the Department of Human Resources.

Employee Acknowledgment:

I have read and understand this performance review. I have had the opportunity to discuss this review with my supervisor and have entered comments that I felt were appropriate. I understand that I have the option of filing a written rebuttal to this review. My signature indicates only that I have read the review and that I have received a copy. My signature does not necessarily indicate that I agree with its contents.

Employee's Signature: _____ Date: _____

REVIEWERS' SIGNATURES

Supervisor's Signature: _____ Date: _____

Next Level

Supervisor's Signature: _____ Date: _____