

# Student Health Center

## Clinical and Clerical Assistant Evaluation Form

Your Name: \_\_\_\_\_

**Attire** – Compliant with clinical and clerical assistant job descriptions.

**Communication** – Communicates effectively and politely with staff members, other assistants, clinical students, and patients.

**Dependability** – Performs jobs/tasks as assigned by staff, as listed in job description, and as need arises. Works as scheduled, unless assistant has notified supervisor ahead of time.

**Punctuality** – Arrives at work on time. Performs jobs/tasks in a timely, efficient manner.

**Teamwork** – Displays good working relationships with other staff members and assistants.

**Attitude** – Positive and professional. Open to new ideas and eager to learn new skills.

**Work Ethic** – Performs no actions that are outside of scope of practice/training. Does not superimpose personal belief system on patients/staff/assistants. Places the patient's physical, mental, and psychosocial needs as a priority in each patient encounter.

**Motivation** – Prompt in performing jobs/tasks. Regularly consults daily and weekly assistant to-do lists.

**Professionalism** – Cohesive representation of all evaluated categories.

Category	Points Possible	Points Earned	Comments
Attire	10		
Communication	10		
Dependability	10		
Punctuality	10		
Teamwork	10		
Attitude	10		
Work Ethic	10		
Motivation	10		
Professionalism	10		
Job Performance	10		
<b>Total</b>	<b>100</b>		

**Additional comments:**