

PERSONAL PERFORMANCE COMPETENCIES

Student's Name: _____

Comments must be entered for any rating of UNSATISFACTORY OR NEEDS IMPROVEMENT. Student will be evaluated at the end of his/her clinical rotation, unless an interim evaluation is requested by the instructor or student.

COMPETENCY	1.00 <i>Unsatisfactory</i>	2.00	3.00 <i>to</i>	4.00	5.00 <i>Outstanding</i>	Rating/ Date	Rating/ Date	Rating/ Date	Rating/ Date
COMPREHENSION Able to learn and retain information in a reasonable length of time.	Responds rather slowly and with poor understanding. Doesn't retain information.	Has somewhat more difficulty than most in learning and retaining information.	Learns as quickly as other students. Retention is adequate.	Not likely to miss concepts and most details; learns new things easily. Retention good.	Grasps the meaning of empirical observations & utilizes theoretical concepts.				
PERSISTENCE Ability to continue a course of actions in spite of difficulty.	Frequently fails to finish work that is started.	Has a tendency to give up if things don't go right.	Can be depended on to follow through on most jobs.	Persistent in trying to do the work in spite of difficulties.	Never gives up and gets work done even in the face of overwhelming obstacles.				
SELF-CONFIDENCE Appears sure of own ability	Overconfident, unaware of own limitations.	Indecisive, can't proceed without reassurance.	Some indecision. Moderate amount of reassurance needed.	Occasionally indecisive. Needs minimal amount of reassurance.	Approaches assignment with assurance most of the time. Checks with others when appropriate.				
JUDGMENT Ability to come to an appropriate conclusion.	Very erratic in ability to reach logical conclusions.	Has considerable difficulty in analyzing a variety of facts to arrive at sound conclusion.	Tends to be logical in approach to problems; makes occasional poor decision or judgments.	Can discriminate between relevant detail to arrive at generally sound conclusions.	Almost invariably arrives at correct conclusions even in the most difficult problems.				
KNOWLEDGE Ability to associate theory with clinical experience.	Handicapped quite often because of lack of knowledge and understanding of information.	Is not quite up to par with respect to the knowledge and information required.	Has adequate knowledge to do satisfactory work.	Has more information, both empirical and theoretical, than most students.	Abundance of knowledge; correlates observations and problems w/ other clinical lab medicine.				

Comment Section: _____

COMPETENCY	1.00 <i>Unsatisfactory</i>	2.00	3.00 <i>to</i>	4.00	5.00 <i>Outstanding</i>	WED230 rating/date	WED231 rating/date	WED232 rating/date	
ORGANIZATION Independent tasks are completed in a reasonable time.	No prioritization. Performs single tasks difficulty. Work area/tools in disarray.	Poor planner leading to extra steps or improper sequencing. Handles 1 task at a time. Work in disarray.	Sequences steps as directed. Can handle more than 1 task. May need reminders to keep area clean.	Works systematically. Can handle more than 1 task at a time. Keeps work area clean & tidy.	Anticipates future work. Performs multi-procedures simultaneously. Maintains work area as expected.				
COMMUNICATIONS Ability to give and receive accurate information.	Difficulty as a consequence of language barriers, lack of self-confidence, organization or composure.	Communication requires improvement.	Acceptable ability in communication.	"Outstanding" ability in communication.	"Superior" ability in communication. Communicates clearly & precisely.				
INTEGRITY Uses sound, sincere, and honest approach in making decisions.	Poor sense of values, likely to make poor decisions. Has little or no regard for professional ethics.	Concludes w/o weighing facts. Allows personal considerations to outweigh professional ethics. May not recognize own mistakes	Is trustworthy and makes appropriate decisions most of the time.	Trustworthy. Consistently makes appropriate decisions w/common sense. Concerned w/professional ethics. Corrects mistakes.	Sound honest judgment. Decisions base on analysis of problem & commitment to upholding professional ethics.				
ATTEMPTS TO IMPROVE Shows a change in behavior toward correction problems.	Content to drift; generally unresponsive in effort to help/her to develop, unwilling to accept criticism	Tries to improve when asked to do so.	Shows interest in trying to correct deficiencies.	Quite often makes a special effort to try to improve skills or knowledge.	Constantly tries. at work & away, to learn new things that will aid in work and career development.				
COOPERATION Willingly works with other personnel to complete a task.	Does not cooperate when asked to perform a task. Irritates peers and instructors. Inclined to be quarrelsome.	Reluctant to cooperate with others.	Cooperates with others in agreeable manner, tactful and obliging.	Always congenial and helpful. Others enjoy working with him/her.	Cooperates and always offers to help others.				
ACCEPTANCE OF CRITICISM Willing to consider suggestions and criticism.	Rejects and is defensive of all criticism.	Disagrees with criticism offered by peers or instructors.	Accepts most criticism.	Accepts and responds appropriately to criticism.	Accepts criticism and actively tries to correct any deficiencies.				

Comment Section:

COMPETENCY	1.00 <i>Unsatisfactory</i>	2.00	3.00 <i>to</i>	4.00	5.00 <i>Outstanding</i>	WED230 rating/date	WED231 rating/date	WED232 rating/date	
RELATIONS WITH OTHERS Interacts in a professional and courteous manner.	Lack of interest in knowledge, poor ability to communicate, & unacceptable conduct, creates problems.	Has an occasional difficulty in routine professional relationships.	Gets along well in personal contacts and can be depended upon to handle routine matters efficiently.	Has superior ability to deal with others, which allows him/her to handle problems of greater complexity.	He/She can be depended upon to handle almost any problem generating respect all around.				
QUALITY OF WORK General accuracy and carefulness of work.	Work contains an unacceptable % of errors or shows evidence of poor judgment.	Does not seem to have quite enough concern about the quality of his/her work.	Quality of work is about the same as that of most students at this point in school.	Nearly always turns out a very good job.	Work is performed almost to perfection.				
PUNCTUALITY AND ATTENDANCE Faithfulness in coming to work/class.	Always late and chronically has a poor excuse for tardiness. Absences are excessive.	Chronically late and/or frequently absent without appropriate excuses.	Late and absent in personal emergencies only with appropriate excuses.	Rarely absent or late except when a personal emergency arises & voluntarily makes up work.	Never late or absent unless absolutely necessary. Never abuses break time.				
PROFESSIONAL APPEARANCE Adherence to dress code.	Very untidy, doesn't follow dress code.	Sometimes untidy and careless about appearance.	Generally neat and clean. Usually adheres to dress code.	Careful about personal appearance. Properly attired most of the time.	Always well groomed and properly attired.				

Comment Section:

WED230

My signature acknowledges that my instructor has explained the information to me.

Student Signature

Instructor Signature

Date

Date

WED231

My signature acknowledges that my instructor has explained the information to me.

Student Signature

Instructor Signature

Date

Date

WED232

My signature acknowledges that my instructor has explained the information to me.

Student Signature

Instructor Signature

Date

Date

Other

My signature acknowledges that my instructor has explained the information to me.

Student Signature

Instructor Signature

Date

Date