



OCCUPATIONAL/PHYSICAL THERAPIST ASSISTANT EVALUATION FORM

Name _____

Employee ID Number _____

Job Title _____

Department/School _____

DIRECTIONS: Place an (X) in the appropriate box.

	SATISFACTORY	UNSATISFACTORY
1. ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>
2. CARE OF DISTRICT EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>
3. COOPERATION	<input type="checkbox"/>	<input type="checkbox"/>
4. HUMAN RELATIONS SKILLS	<input type="checkbox"/>	<input type="checkbox"/>
5. ORGANIZATION	<input type="checkbox"/>	<input type="checkbox"/>
6. PROFESSIONAL APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/>
7. RELIABILITY	<input type="checkbox"/>	<input type="checkbox"/>
8. THERAPIST TECHNIQUES	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator comments:

Evaluator Signature/Date

Signature of Evaluator Supervisor/Date

Employee comments: _____

Employee Signature/Date

By signing above, I acknowledge receipt of this completed evaluation form, which will be stored in my official personnel file. My signature does not constitute agreement regarding any ratings or comments made herein. By signing above, I also acknowledge that this completed evaluation form is subject to disclosure under Florida's public records laws.



MIS Form #342 OCCUPATIONAL/PHYSICAL THERAPIST ASSISTANT EVALUATION CRITERIA WITH EXPLANATIONS

1. Attendance/Punctuality: Attends work as scheduled; arrives at assigned work station by the established start time and adheres to break and lunch schedules established by the worksite supervisor; whenever possible, makes timely leave requests in advance of taking leave and with reasonable notice prior to the requested leave; follows the District's leave policies and procedures.
2. Care of District Equipment: Maintains District property in accordance with the applicable standard of care established by the worksite supervisor, District policy and procedures, manufacturer guidelines, instructions, and equipment manuals; follows applicable safety procedures for the use and care of District property, including but not limited to, tools, electronics, office equipment, and District owned vehicles.
3. Cooperation: Demonstrates a positive attitude and willingness to assist other staff with related work assignments or projects that may not be typically assigned on a routine basis.
4. Human Relations Skills: Develops and maintains effective working relationships; keeps others informed; deals effectively with conflict.
5. Organization: Arranges work for the most efficient handling and elimination of unnecessary activities; operates efficiently.
6. Professional Appearance: Maintains a personal appearance that is consistent with the position/assigned duties and in accordance with any applicable dress code of the assigned worksite.
7. Reliability: Uses time effectively, is personally well-organized; produces quality work in a consistent manner.
8. Therapist Techniques: Implements goals as set by OTR/RPT; possesses knowledge of therapy subject area, methods, use of material, enthusiasm.