	NAME:														
	POSITION:	Orthodontic Assistant							RATINGS: On a scale of 1 to 10						
	HIRE DATE:								GOAL: to have each area be at 10 by week 13						
	WEEK:	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**COMMENTS**
	Date:														
1	Greeting and seating patient, making sure goggles are on patient														
2	Completing appointment on time														
3	Proper barriers/cleaning after appointments														
4	Proper use of gloves and washing of hands														
5	Charting accurately and timely														
6	Bond 1-2 brackets independantly														
7	Bond full braces independantly														
8	Bond refinement Invisalign independantly														

9	Bond full invisalign start independantly + can independantly deliver DM														
10	Communicates well with front office when needed (i.e. running behind)														
11	Engaging patient throughout appointment and good at instruction, good verbiage about what to expect and recap														
12	Consistently has chair set up for appointments and does not need to leave chair														
13	Minimal number of comfort visits for patients that were seen														
14	Arrives on-time Uniform clean Looks "put together"														
15	OTHER:														
	NEW EMPLOYEE INITIAL														
	TRAINER INITIAL														
	OTHER COMMENTS:														RATING 1 = NO experience 2 = 3 = 4 = Completes w/ significant help + guidance 5 = 6 = 7 = Completes w/ some help + a little guidance 8 = 9 = 10 = 100% compitent