

Facility:

Location:

Performance Assessment

Employee Name: _____

Procedure to be Observed: _____

Instructions to the Employee:

1. Review the procedure and package insert.
2. Perform the procedure, including collecting the sample, equipment maintenance, and records management, while being observed.
3. Your performance will be based on how well you follow the procedure. You may refer to the written procedure during the performance of the procedure. If the evaluation of your performance is unsatisfactory, you will be given instructions for corrective action.
4. If you find that the written procedure is unclear or missing necessary information, please make a note in the employee comments section below.

Instructions to the Observer:

1. Select previously analyzed samples or samples with known results for the employee to demonstrate the procedure.
2. Directly observe the employee perform each step of the procedure. If any step of the procedure is performed incorrectly, please note this in the observer comments section.
3. Test the employee's problem solving skills with a question or observe the employee resolving a problem.
4. If procedure is followed correctly, mark as satisfactory. If there are steps that are not followed, then mark unsatisfactory and describe the corrective action necessary to obtain a satisfactory rating.
5. Record your name and date on the 'observed by' line.
6. Ask the employee to sign and date the form and file appropriately.

Assessment of Sample Handling _____ Satisfactory _____ Unsatisfactory

Assessment of Test Performance _____ Satisfactory _____ Unsatisfactory

Assessment of Quality Control _____ Satisfactory _____ Unsatisfactory

Assessment of Data Management _____ Satisfactory _____ Unsatisfactory

Assessment of Problem Solving _____ Satisfactory _____ Unsatisfactory

Observer Comments: _____

Corrective Action Needed (if applicable): _____

Observed By: _____ **Date:** _____

Reviewed by Employee: _____ **Date:** _____

Employee Comments: _____
