

**PATTON – FULLER COMMUNITY HOSPITAL  
EMPLOYEE EVALUATION FORM**

*Check one*

- 90 Day
- Six Months
- Annual 2005
- Promotion

**Department:** Nursing Medical/Surgical

**Employee Name:** Bennie Bellamy

**Job Title:** CNA

**GENERAL EVALUATION**

*Rate (1-3) 1=Unacceptable 2=Acceptable 3=Exceptional  
A rating of 1 or 3 must have a comment*

- 1. Attendance:** 2
- 2. Grooming:** 2
- 3. Attitude:** 2
- 4. Dependability:** 2

**JOB SPECIFIC EVALUATION**

*Rate the essential functions of the job utilizing the Job Description. Identify each essential function and provide a rating of 1, 2, or 3  
1= Unacceptable 2= Acceptable 3=Exceptional  
Provide examples to justify a rating of 1 or 3. Provide appropriate guidance to the employee for improvement*

- 1. Takes and records vital signs as directed by the Supervisor.**  
Rating: 2
- 2. Provides for or assists patients with daily hygiene needs.**  
Rating: 2
- 3. Makes patient beds and changes linen as needed.**  
Rating: 2
- 4. Ambulates patients as directed.**  
Rating: 2

5. Serves and picks up patient food trays and records dietary intake.  
Rating: 2
6. Feeds or assists patients with meals.  
Rating: 2
7. Records I & O at least once per shift.  
Rating: 2
8. Weighs patients daily.  
Rating: 2
9. Transfers patients to bed, chair or stretcher as needed.  
Rating: 2
10. Observes body mechanics to avoid injury to self and others.  
Rating: 2
11. Observes infection control protocols to avoid the spread of disease and infections. Observes good hand washing techniques.  
Rating: 2

Total the rating scores and divide by number of items scored this will equal the overall evaluation average score: 2

**Merit increases will be awarded as follows for 12 month annual evaluations:**

No merits are given for 90 day or 6 months.

Promotion evaluations are for the personnel file only

- Average score of 3 = 5% increase
- Average score of 2 = 3% increase
- Average score of 1 = 0% increase

*An average score of 1 will require a written plan for improvement in consultation with Human Resources and another evaluation in 3 months.*

**Recommended merit increase for this evaluation period: 3%**

**Evaluator Signature and Date:**

Eleanore Thacker May 20, 2005  
Director of Medical/Surgical

**Employee Signature and Date:**

Bennie Bellamy May 23, 2005