

# Progress Evaluation - Office Manager

<b>Evaluation Area</b>	<b>Description</b>	<b>Score (1-5)</b>
1. Patient Care	Ability to maximize patient care, ensure clinic growth/stability, and coordinate team efforts.	
2. Staff Supervision	Effectiveness in supervising CAs, organizing office operations, and monitoring administrative functions.	
3. Team Leadership	Success in hiring, evaluating staff, resolving conflicts, and leading team building workshops and events.	
4. Policy Development	Ability to develop and maintain company policies, procedures, and employee manuals while ensuring compliance with employment laws.	
5. Meeting Facilitation	Effectiveness in conducting office huddles, training meetings, and creating clarity for team members about their roles.	
6. Bookkeeping	Accuracy in managing payroll, monitoring vacation schedules, overseeing bonus programs, and handling accounts payable.	
7. Budget Management	Ability to monitor office expenses and efficiently order necessary office supplies.	
8. Reporting & Analysis	Thoroughness in maintaining office accounts and statistics, analyzing reports, and identifying trends.	
9. IT Systems Management	Capability to maintain office IT systems including all hardware and software.	

10. Overall Efficiency	Success in keeping the office running efficiently while serving CAs and filling in when needed.	
<b>Total Score:</b>	/50	

**Comments and Development Plan:**

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_