

# Annual Reviews Suck: Just Not as Much As All the Other Ways to Review

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**Mike Falconer**

**Job Title:** Workshop Attendee

**Reports to:** Mike Falconer, Dr. Andy Roark

**Overall Responsibility:** The Workshop Attendee is an active participant of the workshop to improve the overall experience for all attendees and to make the speaker look good. Due to nature of a workshop attendees may be asked questions and will need to provide answers. Attendees are also actively encouraged to ask questions if there is anything they do not understand or if there is something that they would like further clarification on. The workshop attendee may wish to follow up at a later date with the speaker. This is actively encouraged.

**Key Areas of Responsibility:**

- Be on time.
- Pay attention.
- Ask questions.
- Answer questions.
- Stay for the whole workshop.
- Share any candy if they are going to consume any during the workshop.
- Silence their cell phone and keep the texting to a minimum.
- Posting to social media is actively encouraged.
- Properly record any notes so that they are understandable at a later date.
- Say nice things about the speaker in the post conference questionnaire.
- Take knowledge imparted back to your team and use it to make your practice better.
- Let the speaker know if you think they are full of sh\*t.
- Reach out to the speaker after the conference if the attendee has any questions, or problems implementing any of the things discussed.
- Work as part of a team to put our clients and patients first.
- Ensure the safety of clients, pets and their colleagues.
- Obey all clinic policies and procedures as well as under their responsibilities under OSHA and other regulatory agencies

*This job description in no way states or implies that these are the only duties to be performed by the Workshop Attendee.*

# Annual Reviews Suck: Just Not as Much As All the Other Ways to Review Worksheet

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**Mike Falconer**

## Evaluation Workshop Attendee

**Staff member being evaluated:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This my evaluation of your current work performance based on feedback from your supervisor and my personal observations.**

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|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Be on time.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Pay attention.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Ask questions.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Answer questions  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Stay for the whole workshop   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Share any candy if they are going to consume any during the workshop.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Silence cell phones & keep the texting to a minimum.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Posting to social media is actively encouraged  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Properly record any notes so that they are understandable at a later date.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Say nice things about the speaker in the post conference questionnaire.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Take knowledge imparted back to your team and use it to make your practice better.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Let the speaker know if you think they are full of sh*t.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Reach out to the speaker after the conference if the attendee has any questions, or problems implementing any of the things discussed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Work as part of a team to put our clients and patients first.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Able to lift pets up to 50 lbs. 10 times every day.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Able to bend, lift and kneel for extended periods of time.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Work with fecal matter, urine, blood and cleaning chemicals.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Ensure the safety of clients, pets and their colleagues  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Obey all clinic policies and procedures as well as under their responsibilities under OSHA and other regulatory agencies.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# Generic Staff Evaluation

Staff member being evaluated: \_\_\_\_\_ Date: \_\_\_\_\_

This my evaluation of your current work performance based on feedback from your supervisor and my personal observations.

1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Informal Review Questions

Interviewer(s): \_\_\_\_\_ Date: \_\_\_\_\_

Interviewee: \_\_\_\_\_

How are you?

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How is Generic Animal Hospital?

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How is the town we live in?

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How do you feel you are doing?

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What are your strengths?

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What are your weaknesses?

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What do you enjoy? In a typical workweek, what do you look forward to doing?

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What feels most useful? Which work outcomes make you most proud?

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