

## Annual Assessor Tracking Sheet -2024

**ASSESSOR/DISCIPLINE:**

**RATING SCALE: [1(poor) 2 3 4 5 (excellent)]**

|          | <b>Criteria</b>                                | <b>Specifics Considered</b>  | <b>Rating</b> | <b>Comments</b> | <b>Suggestions</b> |
|----------|--|--|---------------|-----------------|--------------------|
| <b>1</b> | Intake   | <ul style="list-style-type: none"> <li>Response time to Intake team when scheduling</li> </ul>   |               |                 |                    |
| <b>2</b> | Tracking and Formatting                        | <ul style="list-style-type: none"> <li>Report submission timelines</li> <li>Submission of forms with report</li> <li>Formatting to our template</li> </ul>   |               |                 |                    |
| <b>3</b> | Response time to QA                            | <ul style="list-style-type: none"> <li>Response time to QA</li> </ul>  |               |                 |                    |
| <b>4</b> | Report Quality                                 | <ul style="list-style-type: none"> <li>Questions included and answered</li> <li>Spelling/Grammar</li> <li>Conclusions/Rationale well supported</li> <li>Documentation Highlights included</li> </ul> |               |                 |                    |
| <b>5</b> | Providing Clarification to report if necessary | <ul style="list-style-type: none"> <li>Is appropriate clarification provided when requested?</li> </ul>  |               |                 |                    |

**Score: / 25**