Employee Evaluation Form PDF

| **Employee Information** |
| --- |
| **Employee Name:** |
| **Employee ID:** |
| **Department:** |
| **Position:** |
| **Date of Evaluation:** |

| **Performance Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Job Knowledge and Skills** |  |  |
| **Quality of Work** |  |  |
| **Communication Skills** |  |  |
| **Teamwork and Collaboration** |  |  |
| **Initiative and Creativity** |  |  |
| **Dependability and Reliability** |  |  |
| **Adaptability to Change** |  |  |
| **Leadership (if applicable)** |  |  |

**Overall Evaluation:[overall comments and ratings]**

**Areas for Improvement:**

**[listing areas for improvement]**