

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]
