**Employee Evaluation Form Template**

## Personal Information

* **Employee Name:**
* **Job Title:**
* **Department:**
* **Evaluation Period:**
* **Evaluator's Name:**
* **Date of Evaluation:**

## Job Responsibilities

* List Key Responsibilities:
	+ Responsibility 1
	+ Responsibility 2
	+ Responsibility 3
	+ Add as necessary

## Performance Criteria

| **Criteria** | **Rating (1-5)** | **Comments / Examples** |
| --- | --- | --- |
| **Quality of Work** |  |  |
| **Quantity of Work** |  |  |
| **Dependability** |  |  |
| **Communication Skills** |  |  |
| **Teamwork** |  |  |
| **Problem-Solving Skills** |  |  |
| **Punctuality and Attendance** |  |  |
| **Adaptability** |  |  |
| **Initiative** |  |  |
| **Customer Service (if applicable)** |  |  |
| **Compliance with Company Policies** |  |  |
| **Technical Skills / Proficiency** |  |  |

##

**Rate the employee on the following criteria using the scale provided. Please provide specific examples or comments to support your rating.**

* **Rating Scale:**
	+ **1 = Unsatisfactory**
	+ **2 = Needs Improvement**
	+ **3 = Satisfactory**
	+ **4 = Very Good**
	+ **5 = Outstanding**

## Overall Performance Rating

* Overall Rating: (Calculate the average of the ratings above or provide an overall assessment)
* Evaluator's Summary Comments:
Provide a summary of the employee's overall performance, highlighting strengths and areas for improvement.

## Goals and Objectives for the Next Evaluation Period

* Employee's Goals:
	+ Goal 1
	+ Goal 2
	+ Add as necessary
* Development Plan:
Outline steps for improvement and development, including any training needs or support required from management.

## Employee's Comments

**Provide space for the employee to add their comments, feedback, or any discrepancies they wish to discuss about the evaluation.**

* **Employee's Comments:**

## Acknowledgment

**This section confirms that the evaluation has been discussed with the employee.**

* **Employee's Signature:**
* **Date:**
* **Evaluator's Signature:**
* **Date:**