

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:**