## Employee Job Evaluation Form

### **Employee and Job Information**

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

### **Job Responsibilities**

| **Responsibility** | **Meets Expectations** | **Exceeds Expectations** | **Needs Improvement** | **Comments** |
| --- | --- | --- | --- | --- |
| **Description of specific job responsibility 1** |  |  |  |  |
| **Description of specific job responsibility 2** |  |  |  |  |
| **Description of specific job responsibility 3** |  |  |  |  |
| **Add more rows as necessary.** |  |  |  |  |

### **Skills and Competencies Required**

| **Skill/Competency** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Skill or Competency 1 (e.g., Communication)** |  |  |
| **Skill or Competency 2 (e.g., Technical Proficiency)** |  |  |
| **Skill or Competency 3 (e.g., Problem-Solving)** |  |  |
| **Add more rows as necessary.** |  |  |

### **Performance Expectations**

* Have performance expectations been clearly communicated? (Yes/No)
* Comments on Performance Expectations:

### **Alignment and Fit**

* Does the employee's skill set align with the job responsibilities? (Yes/No)
* Are there any gaps in skills that require development? (Specify)
* Is the employee effectively utilizing their strengths in their current role? (Yes/No)
* Comments on Alignment and Fit:

### **Overall Job Satisfaction**

* How satisfied is the employee with their current job role? (Very Satisfied/Satisfied/Neutral/Dissatisfied/Very Dissatisfied)
* Factors contributing to job satisfaction/dissatisfaction:

### **Future Development and Opportunities**

* Areas for skill development:
* Opportunities for growth within the organization:
* Employee's career aspirations:

### **Additional Comments**

* Evaluator's additional comments:
* Employee's feedback and comments:

### **Signatures**

* Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_
* Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Signatures confirm that both the evaluator and the employee have discussed the contents of this job evaluation.

### **Instructions for Use**

* **Customization:** This form can be customized to fit the specific evaluation criteria and performance metrics relevant to the job role being evaluated. Add or remove sections as necessary.
* **Fillable Feature:** Convert this form into a PDF to make it fillable electronically. Use PDF editing tools to create text fields where information can be entered directly into the document.
* **Accessibility:** Ensure this form is easily accessible to evaluators and employees, maintaining confidentiality and security for personal and performance information.