

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
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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.