horizontal line

**Free Employee Evaluation Form**

### **Employee Information**

* **Employee Name:**
* **Position:**
* **Department:**
* **Evaluation Period:**
* **Evaluator Name:**

### **Evaluation Criteria**

The following table encompasses key areas for evaluation, allowing for both quantitative and qualitative assessment. Evaluators are encouraged to rate each criterion on a scale of 1 to 5 (1 = Poor, 5 = Excellent) and provide specific comments or examples to support their ratings.

| **Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Work Quality** |  | Consistency, accuracy, and attention to detail in work. |
| **Productivity** |  | Efficiency and volume of work produced within given time frames. |
| **Knowledge of Job** |  | Understanding and application of job knowledge and skills. |
| **Reliability** |  | Dependability in completing tasks and attending to responsibilities. |
| **Communication Skills** |  | Effectiveness in exchanging information, both verbally and in writing. |
| **Teamwork** |  | Ability to work cooperatively and effectively with others. |
| **Initiative** |  | Degree of self-motivation and ability to undertake or continue tasks without supervision. |
| **Adaptability** |  | Flexibility in handling change and overcoming obstacles. |
| **Leadership** |  | For supervisory roles: effectiveness in leading and motivating others. |
| **Professional Development** |  | Efforts towards personal growth and acquiring new skills relevant to the role. |

### **Overall Performance Rating**

* Rating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Overall average of the above criteria)
* Evaluator Comments: *(Provide a summary of the employee's overall performance, including strengths, areas for improvement, and recommendations for future development.)*

### **Employee Feedback**

* Employee Comments: *(Opportunity for the employee to give their feedback on the evaluation, their views on their own performance, and any support they need.)*

### **Goals for Next Period**

* Performance Goals: (Specific objectives for the employee to achieve before the next evaluation period.)
* Development Goals: (Skills and competencies the employee aims to develop or improve.)

### **Signatures**

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

*Signatures indicate that both parties have discussed the evaluation and understand its contents, though not necessarily agreement with the assessment.*

### **Instructions for Use**

1. **Download and Customize:** The form is designed to be easily editable. Organizations can add or remove criteria based on specific job roles or performance metrics.
2. **Fillable Feature:** To make this form fillable, convert it into a PDF format and use a PDF editor to enable text fields for digital completion.
3. **Accessibility:** Ensure this form is accessible to all evaluators and employees through your organization's intranet or a shared digital workspace.