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# 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.

<b>Criteria</b>	<b>Rating (1-5)</b>	<b>Comments</b>
<b>Work Quality</b>		Consistency, accuracy, and attention to detail in work.
<b>Productivity</b>		Efficiency and volume of work produced within given time frames.
<b>Knowledge of Job</b>		Understanding and application of job knowledge and skills.
<b>Reliability</b>		Dependability in completing tasks and attending to responsibilities.

<b>Communication Skills</b>		Effectiveness in exchanging information, both verbally and in writing.
<b>Teamwork</b>		Ability to work cooperatively and effectively with others.
<b>Initiative</b>		Degree of self-motivation and ability to undertake or continue tasks without supervision.
<b>Adaptability</b>		Flexibility in handling change and overcoming obstacles.
<b>Leadership</b>		For supervisory roles: effectiveness in leading and motivating others.
<b>Professional Development</b>		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

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- 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.