

# Employee Performance Evaluation Form Example

Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Review Period: \_\_\_\_\_

## Key Performance Indicators (KPIs)

### 1. Quality of Work:

- Excellent
- Very Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

### 2. Efficiency:

- Excellent
- Very Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

### 3. Dependability:

- Excellent

- Very Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

### Competency Areas

#### 4. Leadership Skills:

- Excellent
- Very Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

#### 5. Interpersonal Skills:

- Excellent
- Very Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

### Achievements and Goals

#### 6. Achievements during the review period:

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#### 7. Goals for the next review period:

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#### Overall Assessment

**8. Overall Performance Rating:**

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

**9. Comments and Recommendations:**

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