

Employee Performance Evaluation Form PDF

Employee Name: _____

Position: _____

Department: _____

Evaluator: _____

Date: _____

Performance Criteria

1. Dependability:

- Excellent
- Good
- Fair
- Poor
- Very Poor

2. Productivity:

- Excellent
- Good
- Fair
- Poor
- Very Poor



3. Initiative:

- Excellent
- Good
- Fair
- Poor
- Very Poor

Skills and Abilities

4. Problem-Solving Skills:

- Excellent
- Good
- Fair
- Poor
- Very Poor

5. Adaptability:

- Excellent
- Good
- Fair
- Poor
- Very Poor

Overall Performance

6. Summary of Performance:

- Outstanding
- Exceeds Expectations
- Meets Expectations

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- Needs Improvement
 - Unsatisfactory

7. Areas of Strength:

8. Areas for Improvement:

Comments

9. Additional Comments:

Employee Signature: _____

Evaluator Signature: _____