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# Employee Performance Evaluation Form Template

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

Position Title: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Review Date: \_\_\_\_\_

## Evaluation Categories

### 1. Job Knowledge:

- Exceptional
- Above Average
- Average
- Below Average
- Unsatisfactory

### 2. Work Consistency:

- Exceptional
- Above Average
- Average
- Below Average
- Unsatisfactory

### 3. Attendance:

- Exceptional
- Above Average
- Average
- Below Average
- Unsatisfactory

### Performance Metrics

#### 4. Communication:

- Exceptional
- Above Average
- Average
- Below Average
- Unsatisfactory

#### 5. Teamwork:

- Exceptional
- Above Average
- Average
- Below Average
- Unsatisfactory

### Feedback and Future Goals

6. What are the employee's main strengths?

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7. What areas require further development?

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**8. Suggested goals for the next review period:**

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**Final Comments**

**9. Additional Feedback:**

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

**Supervisor Signature:** \_\_\_\_\_