**Employee Job Performance Evaluation Form**

**Employee Details:  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance Review Section:**

1. **Job-specific goals met:**
2. **Professional strengths demonstrated:**
3. **Areas needing improvement:**
4. **Employee feedback:**

**Evaluation Table:**

| **Job Competencies** | **Meets Expectations (☐ Yes / ☐ No)** | **Improvement Required (☐ Yes / ☐ No)** | **Comments** |
| --- | --- | --- | --- |
| **Job Knowledge** |  |  |  |
| **Work Consistency** |  |  |  |
| **Initiative** |  |  |  |
| **Decision-Making Skills** |  |  |  |
| **Time Management** |  |  |  |
| **Customer Service** |  |  |  |
| **Work Ethics** |  |  |  |
| **Professionalism** |  |  |  |

**Development Plan:  
☐ Enroll in training programs.  
☐ Assign challenging projects.  
☐ Provide mentorship opportunities.**

**Approval:  
Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**