

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 (<input type="checkbox"/> Yes / <input type="checkbox"/> No)	Improvement Required (<input type="checkbox"/> Yes / <input type="checkbox"/> 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: _____