**Employee Work Performance Evaluation Form**

**General Information:
Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Performance Assessment:**

1. **What are the employee's greatest strengths?**
2. **What areas require additional focus?**
3. **What support or resources would help improve performance?**

**Evaluation Table:**

| **Attributes** | **Exceeds Expectations (☐)** | **Meets Expectations (☐)** | **Needs Improvement (☐)** | **Comments** |
| --- | --- | --- | --- | --- |
| **Work Quality** |  |  |  |  |
| **Productivity** |  |  |  |  |
| **Attendance** |  |  |  |  |
| **Punctuality** |  |  |  |  |
| **Problem-Solving Skills** |  |  |  |  |
| **Leadership Potential** |  |  |  |  |
| **Compliance with Policies** |  |  |  |  |
| **Attitude and Behavior** |  |  |  |  |

**Future Performance Goals:
☐ Maintain current standards.
☐ Upskill for career progression.
☐ Contribute to process improvements.**

**Signatures:
Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**