

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 (<input type="checkbox"/>)	Meets Expectations (<input type="checkbox"/>)	Needs Improvement (<input type="checkbox"/>)	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: _____