**Assessment Form for Employees**

### **Employee Details**

* **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date of Assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Assessment Areas**

| **Criteria** | **Excellent** | **Good** | **Needs Improvement** | **Poor** |
| --- | --- | --- | --- | --- |
| **Work Quality** | **☐** | **☐** | **☐** | **☐** |
| **Communication Skills** | **☐** | **☐** | **☐** | **☐** |
| **Punctuality** | **☐** | **☐** | **☐** | **☐** |
| **Teamwork** | **☐** | **☐** | **☐** | **☐** |
| **Problem-Solving Skills** | **☐** | **☐** | **☐** | **☐** |
| **Leadership Abilities** | **☐** | **☐** | **☐** | **☐** |

### **Key Strengths & Achievements**

### **Areas for Improvement**

### **Future Goals & Development Plan**

**☐ Enroll in additional training programs  
☐ Improve time management skills  
☐ Increase collaboration with team members**

### **Employee’s Comments**

### **Signatures & Acknowledgment**

**Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_  
Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**