

Employee Evaluation Performance

Review Form

Purpose: This form evaluates an employee's performance and provides feedback to enhance their professional growth.

Employee Details

- Name: _____
- Position: _____
- Department: _____
- Supervisor Name: _____
- Review Period: _____

Key Performance Indicators (KPIs)

Evaluate the employee's performance based on the following criteria:

Criteria	Rating (1–5)	Supervisor Comments
Timeliness		
Professional Conduct		
Achievement of Goals		
Adaptability		
Leadership		

Employee Feedback (Optional)

Employee's Comments on Performance:

Signatures

- **Supervisor's Signature:** _____ **Date:** _____
- **Employee's Signature:** _____ **Date:** _____