

Employee Assessment Form

Template Word

Basic Details

- Employee Full Name: _____
- Employee ID: _____
- Designation: _____
- Department: _____
- Assessment Date: _____
- Evaluator's Name: _____

Key Performance Indicators (KPIs)

Assessment Areas	Poor (1)	Fair (2)	Good (3)	Excellent (4)
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Behavioral and Soft Skills

- Ability to handle pressure: Poor Fair Good Excellent
- Teamwork and Cooperation: Poor Fair Good Excellent
- Attitude and Professionalism: Poor Fair Good Excellent

Employee Development Plan

- Training Required: _____
- Mentorship or Support Needed: _____
- Career Advancement Opportunities: _____

Employee & Supervisor Remarks

- Comments from Employee: _____
- Comments from Evaluator: _____

Signatures

- Employee: _____ Date: _____
- Supervisor: _____ Date: _____