**Employee Performance Evaluation Form**

**Employee Information
Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Evaluation Period: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_**

### **Evaluation Criteria**

**Rate the following aspects on a scale from 1 to 5 (1 = Poor, 5 = Excellent).**

| **Performance Criteria** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **Quality of Work** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Productivity and Efficiency** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Communication Skills** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Teamwork and Collaboration** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Problem-Solving Skills** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Attendance and Punctuality** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Adaptability and Flexibility** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Initiative and Proactivity** | **☐** | **☐** | **☐** | **☐** | **☐** |  |

**Overall Performance Rating (Average Score): \_\_\_\_\_\_\_\_\_\_**

### **Areas for Improvement**

### **Goals for Next Review Period**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_**

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_**