**Performance Supervisor Evaluation Form**

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

### **Employee Performance Review**

**Rate the employee’s performance in each category using the following scale:
1 - Poor | 2 - Fair | 3 - Good | 4 - Very Good | 5 - Excellent**

| **Performance Criteria** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Quality** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Leadership and Guidance** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Ability to Motivate Team** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Conflict Resolution Skills** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Decision-Making Skills** | **☐** | **☐** | **☐** | **☐** | **☐** |  |
| **Professionalism and Ethics** | **☐** | **☐** | **☐** | **☐** | **☐** |  |

### **Performance Strengths**

**What are the supervisor’s key strengths?**

### **Areas Needing Improvement**

**What areas should be improved?**

### **Supervisor Development Goals**

**What training or resources are needed to enhance leadership skills?**

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