

Employee Performance Evaluation Form

The **employee performance evaluation form** sample provides a structured template to assess an individual's work quality, goals achievement, and professional behavior effectively. It helps organizations maintain consistent feedback and facilitate employee development. Utilizing this form ensures clear communication and measurable performance standards.

Employee Details

Employee Name		
Position/Title		
Department		
Manager/Supervisor		
Evaluation Period	_____ to _____	

Performance Criteria

Criteria	Rating (1-5)	Comments
Quality of Work	—	
Productivity	—	
Job Knowledge	—	
Communication Skills	—	
Dependability	—	
Teamwork/Collaboration	—	
Initiative	—	
Professional Behavior	—	

Goals & Achievements

Goal	Status	Comments

_____	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met	_____
_____	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met	_____

Overall Comments & Recommendations

Employee Signature	_____	Date: _____
Manager/Supervisor Signature	_____	Date: _____