

# 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	<div></div>
Position/Title	<div></div>
Department	<div></div>
Manager/Supervisor	<div></div>
Evaluation Period	<div>to</div>

## Performance Criteria

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

## Goals & Achievements

Goal	Status	Comments
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<div></div>	<div><input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met</div>	<div></div>
<div></div>	<div><input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met</div>	<div></div>

Overall Comments & Recommendations

Employee Signature	<div></div> Date: <div></div>
Manager/Supervisor Signature	<div></div> Date: <div></div>