

# Employee Performance Evaluation Form

The **employee performance evaluation form** sample for managers provides a structured template to assess team members' skills, achievements, and areas for improvement. It helps managers deliver clear, constructive feedback and set actionable goals for future growth. This form ensures consistency and transparency in performance reviews across the organization.

## Employee Information

Employee Name:	<input type="text"/>	Department:	<input type="text"/>
Job Title:	<input type="text"/>	Evaluation Period:	<input type="text"/>
Manager Name:	<input type="text"/>	Date:	<input type="text"/>

## Performance Criteria

Criteria	Rating (1-5)	Comments
Quality of Work	Select <input type="button" value="▼"/>	<input type="text"/>
Productivity	Select <input type="button" value="▼"/>	<input type="text"/>
Teamwork & Collaboration	Select <input type="button" value="▼"/>	<input type="text"/>
Communication	Select <input type="button" value="▼"/>	<input type="text"/>
Problem-Solving	Select <input type="button" value="▼"/>	<input type="text"/>
Dependability & Punctuality	Select <input type="button" value="▼"/>	<input type="text"/>

## Strengths and Achievements

List the employee's key strengths and significant achievements during this period.

## Areas for Improvement

Identify areas where the employee can improve.

## Goals & Action Plan

Set specific, measurable goals for the next review period and outline an action plan.

## Employee Comments

Employee may add additional comments or feedback.

Submit Evaluation