

# Sample Employee Behavior Assessment Form

The **employee behavior assessment form** is a tool designed to evaluate an individual's conduct and professionalism in the workplace. It helps managers identify strengths and areas for improvement to foster a positive work environment. Regular assessments ensure consistent performance and support employee development.

## Employee Information

|                     |                      |                  |                      |
|---------------------|----------------------|------------------|----------------------|
| Employee Name:      | <input type="text"/> | Employee ID:     | <input type="text"/> |
| Department:         | <input type="text"/> | Position:        | <input type="text"/> |
| Date of Assessment: | <input type="text"/> | Assessor's Name: | <input type="text"/> |

## Behavior Assessment Criteria

| Criteria                  | Exceeds Expectations  | Meets Expectations    | Needs Improvement     | Comments             |
|---------------------------|-----------------------|-----------------------|-----------------------|----------------------|
| Professionalism           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| Communication Skills      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| Teamwork                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| Reliability & Punctuality | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| Adaptability              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |

## Overall Comments & Recommendations

Submit Assessment