

Staff Performance Evaluation Form Sample

A **staff performance evaluation form sample** is a structured document designed to assess employee achievements and areas for improvement. It helps managers provide constructive feedback and set future goals. Using this form ensures a consistent and fair evaluation process across the organization.

Employee Information

Name:

Position/Title:

Department:

Evaluation Period:

e.g., Jan 2024 - June 2024

Date of Evaluation:

Performance Criteria

Criteria	Rating (1-5)	Comments
Job Knowledge		
Quality of Work		
Communication Skills		
Dependability		
Teamwork		

Rating: 1 = Unsatisfactory | 3 = Meets Expectations | 5 = Excellent

Key Achievements

List notable accomplishments during the evaluation period.

Areas for Improvement

List areas where improvement is needed.

Goals for Next Evaluation Period

Set measurable goals for the next period.

Employee Comments

Employee may add their comments here.

Evaluator Name:

Evaluator Signature:

Date: