

Employee Performance Evaluation Form

Use this **employee performance evaluation form sample** with a clear rating scale to accurately assess and document individual work achievements. It helps streamline the review process by providing structured criteria and measurable ratings. This form ensures consistent and fair evaluations across the organization.

Employee Information

Employee Name		Employee ID	
Position/Title		Department	
Reviewer Name		Review Period	
Date of Evaluation			

Rating Scale:

5

 Outstanding

4

 Exceeds Expectations

3

 Meets Expectations

2

 Needs Improvement

1

 Unsatisfactory

Performance Criteria

Criteria	Description	Rating (1-5)	Comments
Quality of Work	Accuracy, thoroughness, and attention to detail in completing responsibilities.		
Productivity	Volume of work completed, efficient use of time and resources.		
Communication	Effectiveness in verbal and written communication with colleagues and clients.		
Teamwork	Cooperation with team members and contribution to group objectives.		
Initiative	Willingness to take on responsibilities and seek new challenges without being prompted.		
Dependability	Reliability, punctuality, and ability to meet deadlines.		

Overall Performance Evaluation

Overall Rating (1-5)	
Strengths	
Areas for Improvement	
Development Goals	

Employee Signature		Date	
Reviewer Signature		Date	