

Employee Evaluation Form Sample Template

This **employee evaluation form sample template** simplifies the performance review process by providing a clear structure for assessing skills, achievements, and areas for improvement. It ensures consistent and fair evaluations, promoting professional growth and effective communication between managers and employees. Utilize this template to streamline your performance management system and enhance workforce productivity.

Employee Information			
Employee Name:	<input type="text"/>	Department:	<input type="text"/>
Employee ID:	<input type="text"/>	Job Title:	<input type="text"/>
Date of Review:	<input type="text"/>	Reviewer Name:	<input type="text"/>

Performance Evaluation			
Criteria	Needs Improvement	Meets Expectations	Exceeds Expectations
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork & Collaboration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Achievements & Strengths
<div>List the employee's key achievements and strengths during the review period...</div>

Areas for Improvement
<div>Describe areas where improvement is needed...</div>

Goals & Action Plan
<div>Outline agreed-upon goals and steps for professional development...</div>

Additional Comments
<div>Any additional feedback or remarks...</div>

Employee Signature:	<input type="text"/>	Date:	<input type="text"/>
Reviewer Signature:	<input type="text"/>	Date:	<input type="text"/>

