

Employee Assessment Form

Instructions: Please fill out each section objectively. This form helps facilitate feedback and supports employee development within small businesses.

Employee Information

Employee Name:

Job Title:

Date of Assessment:

Performance Evaluation

Quality of Work:

Reliability & Dependability:

Communication Skills:

Initiative:

Teamwork:

Strengths & Opportunities

Employee Strengths:

Areas for Improvement:

Manager's Comments

Additional Comments:

Overall Performance Rating:

Select...▼

Submit Assessment