

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: Select...**Reliability & Dependability:** Select...**Communication Skills:** Select...**Initiative:** Select...**Teamwork:** Select...

Strengths & Opportunities

Employee Strengths:

Briefly describe key strengths...

Areas for Improvement:

List opportunities or suggestions for growth...

Manager's Comments

Additional Comments:

Overall Performance Rating:

Select... 

Submit Assessment