

# Administrative Staff Performance Evaluation Form Sample

The **Administrative Staff Performance Evaluation Form** sample provides a structured template to assess employee effectiveness, skills, and overall contribution to the organization. It facilitates clear communication of expectations and performance standards between supervisors and administrative personnel. Utilizing this form helps improve staff development and organizational efficiency.

Employee Information

Employee Name:

Position/Title:

Department:

Review Period:

Evaluator Name/Title:

Performance Criteria

Criteria	Rating (1-5)	Comments
Job Knowledge	<input type="text"/>	<input type="text"/>
Quality of Work	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Dependability	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>

Strengths and Areas for Improvement

Strengths:

Areas for Improvement:

Overall Performance & Recommendations

Overall Performance Rating (1-5):

Recommendations/Comments:

Submit Evaluation