

# Employee Performance Evaluation Form Sample

The **Employee Performance Evaluation Form** sample provides a structured template to assess an employee's work efficiency, skills, and overall contributions. It helps managers deliver clear feedback and identify areas for professional growth. Using this form ensures consistent and objective performance reviews across the organization.

## Employee Information

Employee Name	<div></div>	Employee ID	<div></div>
Department	<div></div>	Position	<div></div>
Evaluation Period	<div></div>	Date	<div></div>

## Performance Criteria

Criteria	Rating (1-5)	Comments
Quality of Work	<div></div>	<div></div>
Productivity	<div></div>	<div></div>
Teamwork/Collaboration	<div></div>	<div></div>
Communication Skills	<div></div>	<div></div>
Problem-solving Ability	<div></div>	<div></div>
Dependability	<div></div>	<div></div>

## Strengths

## Areas for Improvement

## Goals & Action Plan

**Manager's Signature:**

Date: \_\_\_\_\_

**Employee's Signature:**

Date: \_\_\_\_\_