

Printable Job Assessment Form

For Supervisors

This **printable job assessment form** sample is designed for supervisors to efficiently evaluate employee performance.

It provides a structured layout to record skills, responsibilities, and areas for improvement.

Easily customizable, this form helps streamline the review process and enhance workforce management.

Employee Name:

Job Title:

Department:

Review Period:

e.g. Jan - Dec 2024

Performance Criteria

Criteria	Excellent	Good	Average	Needs Improvement	Comments
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Punctuality/Attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Strengths & Accomplishments:

Areas for Improvement:

Goals/Action Plans:

Supervisor's Signature & Date

Employee's Signature & Date