

Simple Staff Evaluation Form Sample

This **simple staff evaluation form sample** provides a clear and concise way to assess employee performance. It includes essential criteria to help managers give constructive feedback efficiently. Ideal for fostering professional growth and improving workplace productivity.

Employee Information

Name:	<input type="text"/>
Position:	<input type="text"/>
Department:	<input type="text"/>
Evaluation Period:	<input type="text"/>

Performance Criteria

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

Strengths & Achievements

Describe the employee's strengths and achievements...

Areas for Improvement

List areas where the employee can improve...

Additional Comments

Add any additional comments...

Manager's Signature

Date

Submit Evaluation

