

Employee Evaluation Report Form (Teacher)

The **employee evaluation report form** for teachers is designed to assess teaching performance, classroom management, and professional development. It provides a structured format for administrators to give constructive feedback and identify areas for improvement. This form is essential for promoting effective teaching and enhancing educational outcomes.

Teacher Information

Name		Department/Grade	
Employee ID		Evaluation Period	
Evaluator's Name		Date of Evaluation	

I. Teaching Performance

Criteria	Outstanding	Good	Satisfactory	Needs Improvement	Comments/Evidence
Lesson Planning and Preparation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Instructional Delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Assessment and Feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

II. Classroom Management

Criteria	Outstanding	Good	Satisfactory	Needs Improvement	Comments/Evidence
Maintains Discipline and Respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Establishes a Safe Learning Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

III. Professional Development & Collaboration

Criteria	Outstanding	Good	Satisfactory	Needs Improvement	Comments/Evidence
Engages in Professional Learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Collaborates with
Colleagues



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IV. Summary of Strengths

Describe the teacher's strengths...

V. Areas for Improvement

Identify areas for professional growth...

VI. Overall Evaluation & Recommendations

Provide final comments and recommendations...

Evaluator's Signature		Date	
Teacher's Signature		Date	