

Employee Performance Assessment Form

The **employee performance assessment form sample** with rating scale provides a structured way to evaluate individual job performance clearly and consistently. This form helps managers and HR professionals measure key competencies and productivity using standardized ratings. It ensures transparent feedback, aiding in employee development and organizational growth.

Employee Details

Name:		Position/Title:	
Department:		Assessment Period:	
Manager/Supervisor:		Date of Assessment:	

Rating Scale

Rating	Description
5	Outstanding – Significantly exceeds expectations
4	Exceeds Expectations – Often exceeds standards
3	Meets Expectations – Consistently meets standards
2	Needs Improvement – Sometimes falls short of standards
1	Unsatisfactory – Consistently below expectations

Performance Criteria

Competency/Criteria	Rating (1-5)	Comments
Job Knowledge		
Work Quality		
Productivity		
Communication Skills		
Teamwork/Collaboration		
Initiative		
Attendance & Punctuality		

Overall Performance Summary

Summarize overall performance, strengths, and areas for improvement here.

Goals for Next Review Period

List goals and action plans for the upcoming period.

Signatures

Employee Signature:		Date:	
Manager/Supervisor Signature:		Date:	