

# Job Evaluation Form Sample with Competency Criteria

A **job evaluation form sample** with competency criteria provides a structured template to assess employee roles based on specific skills and qualifications. It helps organizations ensure fair compensation and identify areas for employee development. This form typically includes key competencies, performance standards, and rating scales for consistent evaluation.

## Employee Information

Employee Name	Position/Title
Department	Evaluation Date
Evaluator Name	

## Competency Evaluation

Competency	Description	Rating (1-5)	Comments
Technical Skills	Level of expertise and application of job-specific knowledge and abilities.		
Communication	Effectively conveys information orally and in writing.		
Teamwork	Collaborates with others and contributes to team goals.		
Problem Solving	Identifies issues and develops effective solutions.		
Adaptability	Adjusts effectively to changing situations and environments.		
Leadership (if applicable)	Guides, motivates, and inspires others to perform.		

## Performance Standards

Standard	Description	Meets Standard? (Yes/No)
Quality of Work	Produces accurate and complete work products.	
Timeliness	Meets deadlines and manages time effectively.	
Attendance	Maintains acceptable attendance and punctuality.	

## Overall Evaluation

Overall Rating (1-5)	
Strengths	
Areas for Development	
Recommendations/Action Plan	

## Signatures

Evaluator Signature		Date	
Employee Signature		Date	