

# Performance Review Employee Evaluation Form Sample

The **performance review employee evaluation form sample** provides a structured template to assess an employee's job performance and development. It helps managers deliver clear, actionable feedback while promoting professional growth. This form ensures a fair and consistent evaluation process across the organization.

Employee Information

Employee Name:

Position/Title:

Department:

Review Period:

Performance Assessment

Criteria	Exceeds Expectations	Meets Expectations	Needs Improvement	Comments
Quality of Work	<div></div>	<div></div>	<div></div>	<div></div>
Attendance & Punctuality	<div></div>	<div></div>	<div></div>	<div></div>
Communication	<div></div>	<div></div>	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>	<div></div>	<div></div>
Initiative	<div></div>	<div></div>	<div></div>	<div></div>

Strengths and Areas for Improvement

Strengths:

Areas for Improvement:

Goals & Development Plan

Goals for Next Review Period:

Signatures

Employee Signature:

Reviewer Signature:

Date:

Submit Evaluation