

Supervisor Evaluation Form Sample

This **supervisor evaluation form sample** includes comprehensive comment sections to facilitate detailed feedback and performance assessment. Designed to streamline the review process, it allows supervisors to provide constructive remarks and actionable insights. Utilizing this form enhances communication and supports employee development effectively.

Employee Information

Employee Name:

Employee ID:

Department:

Review Period:

Performance Criteria

Criteria	Rating (1-5)	Comments
Quality of Work	<div>Select</div>	<div>Provide comments on quality of work...</div>
Communication Skills	<div>Select</div>	<div>Provide comments on communication skills..</div>
Teamwork	<div>Select</div>	<div>Provide comments on teamwork...</div>
Initiative	<div>Select</div>	<div>Provide comments on initiative...</div>
Attendance & Punctuality	<div>Select</div>	<div>Provide comments on attendance and punctu</div>

Overall Comments

Strengths:

Describe the employee's strengths...

Areas for Improvement:

Describe areas where the employee could improve...

Suggested Goals & Action Plans:

Suggest specific goals or action plans for the employee...

Signatures

Supervisor Name:

Supervisor Signature:

Date:

Submit Evaluation