

Job Evaluation Form Sample

A **job evaluation form sample** provides a structured template to assess employee skills and job performance effectively. This form helps in identifying strengths and areas for improvement, ensuring fair and consistent evaluations. Utilizing skills assessment within the form enhances decision-making in promotions and training needs.

Employee Information

Employee Name	<div></div>
Job Title	<div></div>
Department	<div></div>
Evaluator's Name	<div></div>
Date of Evaluation	<div></div>

Skills Assessment (Rate each skill: 1 = Needs Improvement, 2 = Meets Expectations, 3 = Exceeds Expectations)

Skill	Rating	Comments
Communication	<div><div></div> 1 <div></div> 2 <div></div> 3</div>	<div></div>
Teamwork	<div><div></div> 1 <div></div> 2 <div></div> 3</div>	<div></div>
Problem-Solving	<div><div></div> 1 <div></div> 2 <div></div> 3</div>	<div></div>
Technical Skill	<div><div></div> 1 <div></div> 2 <div></div> 3</div>	<div></div>
Leadership	<div><div></div> 1 <div></div> 2 <div></div> 3</div>	<div></div>

Job Performance Assessment

Performance Area	Rating (1-3)	Comments
Quality of Work	<div><div></div> 1 <div></div> 2 <div></div> 3</div>	<div></div>
Productivity	<div><div></div> 1 <div></div> 2 <div></div> 3</div>	<div></div>
Punctuality	<div><div></div> 1 <div></div> 2 <div></div> 3</div>	<div></div>
Initiative	<div><div></div> 1 <div></div> 2 <div></div> 3</div>	<div></div>

Strengths

Areas for Improvement

Development & Training Recommendations

Overall Comments

Evaluator Signature	_____	Date	_____
Employee Signature	_____	Date	_____