

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	_____
Job Title	_____
Department	_____
Evaluator's Name	_____
Date of Evaluation	_____

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

Skill	Rating	Comments
Communication	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	_____
Teamwork	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	_____
Problem-Solving	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	_____
Technical Skill	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	_____
Leadership	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	_____

Job Performance Assessment

Performance Area	Rating (1-3)	Comments
Quality of Work	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	_____
Productivity	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	_____
Punctuality	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	_____
Initiative	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	_____

Strengths

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Areas for Improvement

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Development & Training Recommendations

Overall Comments

Evaluator Signature	_____	Date	_____
Employee Signature	_____	Date	_____