

# Manager Employee Evaluation Form

The **Manager Employee Evaluation Form** sample provides a structured template to effectively assess employee performance and professional growth. It facilitates clear communication between managers and employees by outlining key criteria and measurable objectives. This form ensures consistent and objective evaluations that support workforce development.

**Instructions:** Please complete all sections below. Provide specific examples where possible and assign a rating for each performance area.

Employee Information			
Employee Name:		Position:	
Department:		Evaluation Period:	
Manager Name:		Date:	

Performance Criteria	Rating (1-5)	Comments / Examples
Quality of Work		
Productivity & Efficiency		
Communication Skills		
Teamwork & Collaboration		
Problem Solving & Initiative		
Dependability & Attendance		
Professional Development		

Overall Summary

Goals for Next Review Period

Employee Signature	Date	Manager Signature	Date