

# Job Evaluation Form Sample with Behavioral Factors

A **job evaluation form** sample with behavioral factors helps organizations objectively assess employee performance by considering key behavioral traits. It ensures comprehensive evaluation by integrating both skill proficiency and workplace behavior. This approach promotes fairness and supports informed decision-making regarding promotions and development.

## Employee Information

Employee Name		Position	
Department		Manager/Supervisor	
Evaluation Period			

## Evaluation Criteria

Factor	Description	Rating (1-5)	Comments
Job Knowledge	Demonstrates required technical and professional knowledge; applies skills to job responsibilities.		
Quality of Work	Produces accurate, thorough, and high-quality work.		
Productivity	Completes assigned work efficiently and on time.		
Communication	Communicates clearly and effectively with colleagues and clients.		
Teamwork	Cooperates and works well with others to achieve team goals.		
Accountability	Takes responsibility for actions and outcomes.		
Adaptability	Adjusts effectively to changing situations or assignments.		
Initiative	Proactively seeks opportunities to improve and contribute beyond regular duties.		

## Summary / Developmental Feedback

Strengths	
Areas for Improvement	
Recommended Development Actions	

## Signatures

Employee		Date	
Manager/Supervisor		Date	