

Employee Job Assessment Form

This **employee job assessment form** enables managers to evaluate staff performance effectively, ensuring clear communication of expectations and progress. Designed for ease of use, the form helps identify strengths and areas for improvement to foster employee development. Utilizing this tool supports better decision-making and enhances overall team productivity.

Instructions: Managers should complete this form for each employee, discussing results and setting goals collaboratively.

Employee & Review Information

Employee Name		Department	
Position		Manager Name	
Date of Review		Review Period	

Performance Assessment

Performance Criteria	Rating (1-5)	Comments
Job Knowledge & Skills		
Demonstrates knowledge and expertise required for the role		
Quality of Work		
Produces accurate and high-quality work		
Productivity		
Meets productivity expectations and deadlines		
Communication		
Communicates effectively with peers and management		
Initiative & Problem Solving		
Demonstrates initiative and problem-solving abilities		
Teamwork & Collaboration		
Works well as part of a team and supports others		

Strengths

Describe the employee's key strengths:

Areas for Improvement

Describe areas where improvement is needed:

Development Goals & Action Plans

List specific goals and suggested actions for the next review period:

Manager Comments

Employee Comments

Signatures

Employee Signature		Date	
Manager Signature		Date	