

# 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 (1â€“5)	Comments
<b>Job Knowledge &amp; Skills</b>		
Demonstrates knowledge and expertise required for the role		
<b>Quality of Work</b>		
Produces accurate and high-quality work		
<b>Productivity</b>		
Meets productivity expectations and deadlines		
<b>Communication</b>		
Communicates effectively with peers and management		
<b>Initiative &amp; Problem Solving</b>		
Demonstrates initiative and problem-solving abilities		
<b>Teamwork &amp; Collaboration</b>		
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	