

# Employee Performance Evaluation Form

Use this **employee performance evaluation form sample** to streamline your annual review process, ensuring clear and objective assessment of employee achievements and growth. The form is designed to capture key performance indicators, goals, and feedback effectively, facilitating constructive discussions. Implementing a standardized evaluation helps promote transparency and continuous improvement within your organization.

## Employee Information

Employee Name	<input type="text"/>	Position	<input type="text"/>
Department	<input type="text"/>	Review Period	e.g., Jan 2023 - Dec 2023
Supervisor	<input type="text"/>	Review Date	<input type="text"/>

## Performance Ratings

Key Performance Indicator	Rating (1-5)	Comments
Quality of Work	<input type="text"/>	<input type="text"/>
Productivity	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Teamwork & Collaboration	<input type="text"/>	<input type="text"/>
Dependability	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>

## Achievements & Goals

### Notable Achievements This Period:

### Goals for Next Review Period:

## Employee Comments

**Supervisor's Overall Comments & Recommendations****Signatures**

Employee Signature	Date	Supervisor Signature	Date

**Submit Review**

**Note:** All information provided is confidential and intended for internal use only. Use additional pages if more space is needed for comments or documentation.