

Employee Performance Evaluation Form Sample (Excel)

Use this **employee performance evaluation form sample Excel** to efficiently assess staff productivity and skills. The template helps streamline feedback and track development over time. Easily customizable to fit your organization's specific review criteria.

Sample Evaluation Form Preview

Employee Name	Position	Department	Evaluation Period
[Employee Name]	[Position]	[Department]	[Start Date] - [End Date]

Criteria	Rating (1-5)	Comments
Quality of Work		
Productivity		
Teamwork		
Communication		
Attendance & Punctuality		
Initiative		

Overall Summary

Supervisor's summary, recommendations or goals for employee...

Evaluator's Name:

Date:

Employee's Signature:

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