

# Employee Performance Evaluation Form (New Employees)

The **employee performance evaluation form** sample for new employees is designed to systematically assess their skills, productivity, and integration within the company. This form helps managers provide constructive feedback and identify areas for improvement during the onboarding phase. Utilizing a standardized evaluation ensures consistent performance tracking and supports employee development.

## Employee Information

|                    |                   |  |
|--------------------|-------------------|--|
| Employee Name      | Position          |  |
| Department         | Evaluation Period |  |
| Manager/Supervisor | Date              |  |

## Performance Criteria

| Criteria                     | Rating (1-5) | Comments |
|------------------------------|--------------|----------|
| Quality of Work              |              |          |
| Productivity & Efficiency    |              |          |
| Attendance & Punctuality     |              |          |
| Adaptability & Learning      |              |          |
| Teamwork & Collaboration     |              |          |
| Communication Skills         |              |          |
| Initiative & Problem Solving |              |          |

## Strengths

## Areas for Improvement

## Additional Comments

|                              |  |             |  |
|------------------------------|--|-------------|--|
| <b>Evaluator's Signature</b> |  | <b>Date</b> |  |
| <b>Employee's Signature</b>  |  | <b>Date</b> |  |

(Signature indicates review and discussion, not necessarily agreement with the evaluation.)