

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

Evaluator's Signature		Date	
Employee's Signature		Date	

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