

Employee Staff Evaluation Form Sample

The **employee staff evaluation form sample** provides a structured template to assess job performance and professional development. It ensures consistent feedback by highlighting key competencies, achievements, and areas for improvement. This form facilitates effective communication between employees and management to enhance workplace productivity.

Employee Information

Employee Name		Position/Title	
Department		Supervisor	
Evaluation Period		Date	

Performance Competencies

Competency	Rating (1â€“5)	Comments
Quality of Work		
Productivity		
Communication Skills		
Teamwork		
Problem Solving		
Attendance & Punctuality		

Key Achievements

--

Areas for Improvement

--

Development Plan / Training Needs

--

Supervisor Overall Comments

Employee Signature	<input type="text"/>	Date	<input type="text"/>
Supervisor Signature	<input type="text"/>	Date	<input type="text"/>