

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	<input type="text"/>	Position/Title	<input type="text"/>
Department	<input type="text"/>	Supervisor	<input type="text"/>
Evaluation Period	<input type="text"/>	Date	<input type="text"/>

Performance Competencies

Competency	Rating (1-5)	Comments
Quality of Work	<input type="text"/>	<input type="text"/>
Productivity	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Problem Solving	<input type="text"/>	<input type="text"/>
Attendance & Punctuality	<input type="text"/>	<input type="text"/>

Key Achievements

Areas for Improvement

Development Plan / Training Needs

Supervisor Overall Comments

Employee Signature	<div></div>	Date	<div></div>
Supervisor Signature	<div></div>	Date	<div></div>