

Employee Performance Assessment Form

This **employee performance assessment form** sample is designed specifically for small businesses to streamline the evaluation process. It features straightforward criteria that help managers easily measure and document employee performance. This form promotes clear communication and supports continuous professional development.

Employee Name:	<input type="text"/>
Position/Title:	<input type="text"/>
Review Period:	e.g. Jan 2024 - Jun 2024
Manager/Supervisor:	<input type="text"/>

Performance Criteria

Criteria	Needs Improvement	Meets Expectations	Exceeds Expectations	Comments
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Attendance & Reliability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Teamwork & Cooperation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Initiative & Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Overall Comments & Goals

Overall Comments:

Development Goals / Action Items:

Employee Signature:	<input type="text"/>	Date:	<input type="text"/>
Manager Signature:	<input type="text"/>	Date:	<input type="text"/>

Submit