

Simple Performance Evaluation Form

This **performance evaluation form** sample provides a straightforward template for assessing employee productivity and skills. It simplifies the review process, helping managers give clear and constructive feedback. Use this form to efficiently track employee progress and enhance workplace performance.

Employee Name:

Job Title:

Review Period:

e.g., Jan 2023 - Dec 2023

Productivity:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Quality of Work:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Teamwork and Collaboration:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Key Strengths:

Areas for Improvement:

Goals and Objectives for Next Review:

Submit Evaluation