# Employee Performance Evaluation

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| **Employee’s Name:** |
| **Title:** |
| **Manager:** |
| **Date:** |

**1. Goals**

Review the achievement of goals and progress on the assigned tasks and objectives during the review period.

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Rating \_\_\_

**2. Job Knowledge and Technical Skills**

Assesses employees' understanding of their roles, technical abilities, and mastery of job skills.

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Rating \_\_\_

**3. Productivity and Quality of Work**

Measures the employee's efficiency, accuracy, and thoroughness in completing assignments.

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Rating \_\_\_

**4. Communication Skills**Evaluates how effectively the employee communicates with colleagues, managers, and clients.

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Rating \_\_\_

**5. Teamwork and Collaboration**Assesses employees' ability to work cooperatively and contribute positively to team projects.

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Rating \_\_\_

**6. Problem Solving**Examines employees' skills in resolving issues, thinking critically, and handling difficult situations.

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Rating \_\_\_

**7. Initiative and Innovation**Evaluates employees' ability to work independently, offer creative solutions, and demonstrate a proactive approach.

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Rating \_\_\_

**Overall Performance Rating:**

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**Manager's Summary and Comments:**

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**Rating Scale:**

5 - Excellent

4 - Above Average

3 - Satisfactory

2 - Needs Improvement

1 - Unsatisfactory