**EMPLOYEE EVALUATION FORM**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Last Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**

Below is a list of characteristics critical for success in business. Rate the qualities separately by placing an "X" mark on each rating scale to indicate the level of each quality describing the employee evaluated.

**Ratings**

**PRODUCTIVITY**: The level of output attained as compared to the standard established for the assigned tasks

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

*Comment*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK QUALITY:** The accuracy, comprehensiveness and efficiency of work duties performed

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**JOB KNOWLEDGE**: Information concerning work duties an employee should know for satisfactory job performance

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**ATTENDANCE**: Faithfulness in coming to work daily and conforming to work hours

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**ATTITUDE:** Attitude towards clients, coworkers, their supervisors or persons under their supervision

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**COMMUNICATION:** Written and verbal communicative capacity to work with peers, team members, or supervisors

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**COOPERATION:** The ability to cooperate, coordinate harmoniously and effectively with peers, team members, or supervisors

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**CREATIVITY:** The talent for having new ideas, finding new and improved ways of doing things and for being imaginative

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**DEPENDABILITY:** The ability to deliver required tasks well with a minimum of supervision

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**PERSONALITY :** The employee’s behavior, characteristics or his personal suitability for the job

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**COURTESY:** The polite attention an employee gives people in the workplace

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**COMPANY POLICIES:** The ability to understand and comply with company policies

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**OVERALL EVALUATION**

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**Evaluation**

**STRONG POINTS:**

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**RECOMMENDATIONS FOR FUTURE DEVELOPMENT:**

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**ADDITIONAL COMMENTS:**

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Rated by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Print Name