

# 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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

**OVERALL EVALUATION**

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

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

**Evaluation**

**STRONG POINTS:**

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**RECOMMENDATIONS FOR FUTURE DEVELOPMENT:**

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**ADDITIONAL COMMENTS:**

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Rated by:

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Signature

Date

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Print Name

