Hourly employee evaluation form

For hourly and shift employees in restaurants, retail, healthcare, warehouses and field services. Base ratings on time records and specific examples from the review period.

Employee name: _____

Position: _____

Location: _____

Supervisor: _____

Review period: _____

Current hourly rate: _____

Rating scale: 5 = Outstanding, 4 = Exceeds expectations, 3 = Meets expectations, 2 = Needs improvement, 1 = Unsatisfactory. Add a comment for any 1, 2 or 5.

Area	Rating (1 to 5)	Example from this period
Attendance (absences this period: ___)		
Punctuality (late clock-ins this period: ___)		
Customer or patient service		
Speed and accuracy		
Safety and food or product handling		
Cleanliness and opening/closing duties		
Teamwork and shift coverage		
Follows timekeeping rules (clocks in and out, takes breaks)		

Overall rating (1 to 5): _____

Next steps

☐ Ready for more responsibility ☐ Cross-train on: _____ ☐ Needs coaching on: _____ ☐ Pay review recommended

Goal for the next 90 days: _____

Support the supervisor will give: _____

_____ _____

Employee signature Date

_____ _____

Supervisor signature Date