Employee evaluation form

Employee name: _____

Job title: _____

Department or location: _____

Evaluator: _____

Review period (from / to): _____

Date of evaluation: _____

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

Factor	Rating (1 to 5)	Comments and examples
Quality of work		
Quantity of work		
Job knowledge		
Reliability and attendance		
Communication		
Teamwork		
Initiative		
Follows policies and safety rules		

Overall rating (1 to 5): _____

Strengths

1: _____

2: _____

Areas to improve

1: _____

2: _____

Goals for the next review period

1: _____

2: _____

3: _____

Employee comments (optional). Signing confirms the employee received this evaluation and discussed it with the evaluator. It does not mean the employee agrees with it.

Employee comments: _____

Free employee evaluation form

Employee signature

Date

Evaluator signature

Date

Free template from workzenly.com