# Employee evaluation form (weighted)

**Employee name:** _____

**Job title:** _____

**Evaluator:** _____

**Review period:** _____

Multiply each rating (1 to 5) by its weight, then add the results for an overall score out of 5.

| Factor | What good looks like | Weight | Rating | Weight x rating | Comments |
|---|---|---|---|---|---|
| Quality of work | Accurate, complete, few redos | 25% | | | |
| Productivity | Meets volume and deadline targets | 20% | | | |
| Job knowledge | Knows procedures, tools and products | 15% | | | |
| Reliability | On time, follows the schedule, gives notice | 15% | | | |
| Customer service | Courteous, solves problems, follows up | 15% | | | |
| Teamwork | Helps others, shares information | 10% | | | |
| | | | | | |
| | | | | | |

**Overall score (out of 5):** _____

**Overall rating:** _____

4.5 and up Outstanding. 3.5 to 4.49 Exceeds expectations. 2.5 to 3.49 Meets expectations. 1.5 to 2.49 Needs improvement. Below 1.5 Unsatisfactory.

_____ _____

Employee signature Date

_____ _____

Evaluator signature Date

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