

EMPLOYEE EVALUATION FORM

EMPLOYEE NAME	EMPLOYEE ID
DEPARTMENT	DESIGNATION
REVIEW PERIOD	EVALUATOR

PERFORMANCE EVALUATION					
EVALUATION CRITERIA	1	2	3	4	5
Job Knowledge					
Quality of Work					
Productivity					
Communication					
Teamwork & Collaboration					
Punctuality & Attendance					
Initiative & Problem-Solving					
Overall Professionalism					

Rating Scale: 1 = Needs Improvement 2 = Below Expectations 3 = Meets Expectations 4 = Exceeds Expectations 5 = Outstanding

STRENGTHS

AREAS FOR IMPROVEMENT

EMPLOYEE COMMENTS

OVERALL RATING

EMPLOYEE

Name:

Designation:

Signature:

Date:

EVALUATOR

Name:

Designation:

Signature:

Date:

HR REPRESENTATIVE

Name:

Designation:

Signature:

Date:

Tip: To generate a customized evaluation form using AI, refer to the included Employee Evaluation AI Prompt in this toolkit.