**Competency Evaluation Form**

**Employee Information**

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| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Position/Title:** | Sales Associate | **Department:** | Sales |
| **Supervisor / Evaluator** |  | **Evaluation Period** |  |
| **Date of Evaluation** |  |  |  |

**Section 1: Core Competencies Evaluation**

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| --- | --- | --- | --- |
| **Competency Area** | **Description** | **Rating (1–5)** | **Comments** |
| **Job Knowledge** | Understands duties, procedures, and responsibilities effectively. |  |  |
| **Quality of Work** | Produces accurate, thorough, and high-quality output. |  |  |
| **Communication Skills** | Expresses ideas clearly and effectively, both verbally and in writing. |  |  |
| **Teamwork & Collaboration** | Works cooperatively and contributes to team goals. |  |  |
| **Problem-Solving Skills** | Analyzes situations and finds effective solutions. |  |  |
| **Adaptability** | Adjusts well to changes in tasks or work environment. |  |  |
| **Initiative & Creativity** | Shows resourcefulness and takes proactive actions. |  |  |
| **Dependability** | Completes work on time and can be relied upon consistently. |  |  |

**Section 2: Rating Scale**

| **Rating** | **Description** |
| --- | --- |
| **5** | Excellent – Consistently exceeds expectations |
| **4** | Very Good – Often exceeds expectations |
| **3** | Satisfactory – Meets expectations |
| **2** | Needs Improvement – Sometimes below expectations |
| **1** | Unsatisfactory – Consistently below expectations |

**Section 3: Summary and Calculations (Excel Formula Section)**

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| --- | --- | --- | --- |
| **Average Rating** | 3.8 | **Overall Performance %** | 76% |
| **Performance Category** | Satisfactory |  |  |

**Section 4: Evaluator’s Comments**

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**Section 5: Employee Comments**

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**Signatures**

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| --- | --- | --- |
| **Evaluator’s Signature:** | Date: |  |
| **Employee’s Signature:** | Date: |  |