**Employee Behavior and Conduct Evaluation Form**

**Employee Information**

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

**Evaluation Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description** | **Rating (1–5)** | **Comments** |
| **1. Attendance & Punctuality** | Reports to work on time, follows schedule, and maintains consistent attendance. |  |  |
| **2. Professionalism** | Demonstrates proper workplace behavior, dress code, and communication. |  |  |
| **3. Attitude & Cooperation** | Shows positive attitude, willingness to assist, and team spirit. |  |  |
| **4. Integrity & Ethics** | Acts honestly, respects company policies, and maintains confidentiality. |  |  |
| **5. Communication Skills** | Communicates clearly, listens actively, and respects others’ viewpoints. |  |  |
| **6. Respect & Courtesy** | Treats colleagues, supervisors, and clients with politeness and respect. |  |  |
| **7. Accountability** | Takes responsibility for own actions and completes assigned tasks reliably. |  |  |
| **8. Adaptability** | Adjusts well to changes, new responsibilities, and work pressure. |  |  |
| **9. Teamwork** | Works cooperatively and contributes to group efforts. |  |  |
| **10. Conflict Resolution** | Handles disagreements constructively and professionally. |  |  |

**Rating Scale**

| **Rating** | **Meaning** |
| --- | --- |
| 5 | Excellent – Exceeds expectations |
| 4 | Good – Often exceeds expectations |
| 3 | Satisfactory – Meets expectations |
| 2 | Needs Improvement – Occasionally below expectations |
| 1 | Unsatisfactory – Consistently below expectations |

**Excel Formula Suggestions**

If you’re using this form in Excel, you can automate the average and performance summary:

|  |  |  |  |
| --- | --- | --- | --- |
| **Average Score** |  | **Performance Summary** |  |

**Overall Evaluation**

|  |  |
| --- | --- |
| **Category** | **Comment** |
| **Average Rating (out of 5):** | \_\_\_\_\_\_\_\_\_\_\_ |
| **Overall Conduct Summary:** | ☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory |
| **Supervisor Comments:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Recommended Action:** | ☐ Commendation ☐ Further Training ☐ Counseling ☐ Warning ☐ Termination |

**Signatures**

|  |  |  |
| --- | --- | --- |
| **Evaluator** | **Signature** | **Date** |
|  |  |  |
| **Employee** | **Signature** | **Date** |
|  |  |  |