**Employee Performance Evaluation Form**

**Section 1: Employee Information**

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

**Section 2: Performance Evaluation Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Performance Criteria** | **Rating (1–5)** | **Comments / Examples** |
| 1 | Job Knowledge & Skills |  |  |
| 2 | Quality of Work |  |  |
| 3 | Productivity & Efficiency |  |  |
| 4 | Communication Skills |  |  |
| 5 | Teamwork & Cooperation |  |  |
| 6 | Attendance & Punctuality |  |  |
| 7 | Initiative & Problem Solving |  |  |
| 8 | Adaptability & Flexibility |  |  |
| 9 | Professional Conduct |  |  |
| 10 | Dependability & Responsibility |  |  |
|  |  |  |  |
|  |  |  |  |

**Rating Scale:**  
1 – Poor | 2 – Fair | 3 – Good | 4 – Very Good | 5 – Excellent

**Section 3: Scoring Summary (Excel Formula Section)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Score** |  | **Average Rating** |  |
| **Performance Percentage** |  | **Performance Level** |  |

**Section 4: Strengths & Areas for Improvement**

|  |
| --- |
| **Key Strengths:** |
|  |
|  |
| **Areas for Improvement:** |
|  |
|  |

**Section 5: Goals & Development Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal / Objective** | **Target Date** | **Action Steps** | **Status** |
|  |  |  | ☐ Pending ☐ In Progress ☐ Completed |
|  |  |  | ☐ Pending ☐ In Progress ☐ Completed |

**Section 6: Overall Evaluation Summary**

|  |  |
| --- | --- |
| **Category** | **Evaluation** |
| Overall Rating (1–5) |  |
| Performance Level |  |
| Recommended Action | ☐ Salary Increment ☐ Bonus ☐ Promotion ☐ Training ☐ Warning ☐ Other: \_\_\_\_\_\_\_\_\_\_\_ |

**Section 7: Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Employee |  |  |  |
| Evaluator / Supervisor |  |  |  |
| HR Manager |  |  |  |