**Employee Performance Evaluation Form**

**Company Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:** |  | **Evaluator Name & Position:** |  |
| **Date of Evaluation:** |  |  |  |

**Employee Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Employee ID:** |  |
| **Position/Title:** |  | **Date of Joining:** |  |

**Performance Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Rating (1-5)** | **Comments** |
| Quality of Work |  |  |
| Productivity |  |  |
| Punctuality & Attendance |  |  |
| Teamwork & Collaboration |  |  |
| Communication Skills |  |  |
| Problem-Solving & Initiative |  |  |
| Adherence to Company Policies |  |  |
| Professionalism |  |  |

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

**Overall Performance Summary**

|  |  |
| --- | --- |
| **Strengths:** |  |
|  |
| **Areas for Improvement:** |  |
|  |
| **Additional Comments:** |  |
|  |

**Evaluation Outcome**

|  |  |  |
| --- | --- | --- |
| ☐ Exceeds Expectations | ☐ Meets Expectations | ☐ Needs Improvement |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluator Signature:** |  | **Employee Acknowledgment:** |  |
| **Date:** |  |  |  |