

Workplace Performance Evaluation Sheet

Employee Information

Employee Name

Position/Title

Department

Evaluator Name

Evaluation Date

Performance Criteria

Criteria	Rating (1-5)	Comments
Quality of Work	<div></div>	<div></div>
Productivity	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>
Communication	<div></div>	<div></div>
Attendance & Punctuality	<div></div>	<div></div>

Summary & Recommendations

Key Strengths

Areas for Improvement

Recommendations & Next Steps

Employee Acknowledgement

Employee Comments (optional)

Employee Signature

Date