

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	<input type="text"/>	<input type="text"/>
Productivity	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Attendance & Punctuality	<input type="text"/>	<input type="text"/>

Summary & Recommendations

Key Strengths

Areas for Improvement

Recommendations & Next Steps

Employee Acknowledgement

Employee Comments (optional)

Employee Signature

Date