

# Job Performance Evaluation Sheet

Employee Name:

Job Title:

Department:

Evaluation Date:

Evaluator Name:

| Criteria        | Rating (1 - 5) | Comments    |
|-----------------|----------------|-------------|
| Quality of Work | <div></div>    | <div></div> |
| Punctuality     | <div></div>    | <div></div> |
| Teamwork        | <div></div>    | <div></div> |
| Communication   | <div></div>    | <div></div> |
| Problem Solving | <div></div>    | <div></div> |

Strengths:

Areas for Improvement:

Evaluator Comments:

Employee Acknowledgement:

Signature