

# Employee Progress Evaluation Sheet

Employee Name

Department

Position

Review Period

Date

## Performance Criteria

Criteria	Rating (1-5)	Comments
Quality of Work	<input type="text"/>	<input type="text"/>
Punctuality & Attendance	<input type="text"/>	<input type="text"/>
Teamwork & Collaboration	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>

## Strengths

## Areas for Improvement

## Goals for Next Period

Evaluator Name

Signature

Date