

Employee Progress Evaluation Sheet

Employee Name

Department

Position

Review Period e.g. Jan-Mar 2024

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