

# Staff Evaluation Sheet

**Employee Name**

**Employee ID**

**Department**

**Supervisor Name**

**Evaluation Period**

## Performance Criteria

| Criteria             | Rating (1-5)         | Comments             |
|----------------------|----------------------|----------------------|
| Quality of Work      | <input type="text"/> | <input type="text"/> |
| Productivity         | <input type="text"/> | <input type="text"/> |
| Communication Skills | <input type="text"/> | <input type="text"/> |
| Teamwork             | <input type="text"/> | <input type="text"/> |
| Punctuality          | <input type="text"/> | <input type="text"/> |

## Summary & Recommendations

**Strengths**

**Areas for Improvement**

**Goals for Next Evaluation**

**Supervisor Signature**

**Date**