Employee Performance Evaluation

Employee Name

Employee ID

Department

Job Title

Evaluation Date

Review Period

e.g. Jan 2024 - Jun 2024

Supervisor

Performance Category	Comments	Rating
Quality of Work		Select ▼
Productivity & Efficiency		Select ▼
Communication Skills		Select ▼
Teamwork & Collaboration		Select ▼
Initiative & Problem Solving		Select ▼

Dependability & Attendance

Select ▼

Overall Comments

Goals / Areas for Improvement

Supervisor Signature

Date

Employee Signature

Date