

Staff Performance Assessment Template

Employee Information

Employee Name

Position/Title

Department

Supervisor Name

Date

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"/>
Dependability	<input type="text"/>	<input type="text"/>

Strengths

Areas for Improvement

Employee Comments

Supervisor Comments

Employee Signature	Supervisor Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>