

# Basic Performance Evaluation Assessment Form

## Employee Information

Employee Name

Position/Title

Department

Evaluation 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	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Reliability	<input type="text"/>	<input type="text"/>

## Overall Comments

## Evaluator Information

Evaluator Name

Title

Signature

Date