

Employee Performance Evaluation Report

Employee Name:

Employee ID:

Position/Title:

Department:

Evaluator Name:

Evaluation Period:

Date of Evaluation:

Key Performance Areas

Performance Criteria	Rating (1-5)	Comments
Quality of Work		
Productivity & Efficiency		
Communication Skills		
Teamwork & Collaboration		
Dependability & Attendance		
Initiative		
Professionalism		

Strengths

Areas for Improvement

Development Goals & Action Plan

Overall Rating (1-5):

Evaluator's Signature:

Employee's Signature:

Date: