

# Employee Performance Evaluation Report Form

## Employee Information

Name:

Employee ID:

Job Title:

Department:

Supervisor:

Evaluation Period:

e.g. Jan 2024 - Jun 2024

## Performance Factors

Quality of Work

Productivity

Communication Skills

Teamwork & Collaboration

Attendance & Punctuality

## Comments and Feedback

Strengths:

Areas for Improvement:

Additional Comments:

## Overall Performance Rating

Employee Signature

Supervisor Signature

