

Employee Evaluation Form

A structured evaluation that pairs every rating with written evidence and examples.

Fillable PDF · type directly into the fields, then save or print

EMPLOYEE NAME

JOB TITLE

SUPERVISOR / REVIEWER

DEPARTMENT

REVIEW PERIOD FROM

REVIEW PERIOD TO

I. Core performance categories

Quality of work — Accuracy, thoroughness, and consistency of output

Exceeds expectations

Meets expectations

Needs improvement

Unacceptable

COMMENTS & EXAMPLES

Productivity & time management — Volume of work and ability to meet deadlines

Exceeds expectations

Meets expectations

Needs improvement

Unacceptable

COMMENTS & EXAMPLES

Communication — Clarity and effectiveness in written and verbal communication

Exceeds expectations

Meets expectations

Needs improvement

Unacceptable

COMMENTS & EXAMPLES

Teamwork & collaboration — Works well with others and contributes to team goals

Exceeds expectations

Meets expectations

Needs improvement

Unacceptable

COMMENTS & EXAMPLES

