**EMPLOYEE PERFORMANCE EVALUATION FORM**

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| **EMPLOYEE INFO** | | | | | |
| **EMPLOYEE NAME** |  | | **DEPARTMENT** |  | |
| **EMPLOYEE ID** |  | | **POSITION HELD** |  | |
| **REVIEW PERIOD** | |  | **DATE OF REVIEW** | |  |
| **CURRENT RESPONSIBILITIES** | | | | | |
| ***List key responsibilities.*** | | | | | |
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| ***Assess your performance in relation to your key responsibilities.*** | | | | | |
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| **PERFORMANCE GOALS** | | | | | |
| ***List performance and work objectives.*** | | | | | |
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| ***Assess your performance in regard to previously set performance and work objectives.*** | | | | | |
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| **CORE VALUES** | | | | | |
| ***Assess your performance in relation to core values.*** | | | | | |
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| **COMMENTS AND APPROVAL** | | | | | |
| ***Include any additional comments.*** | | | | | |
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| **EMPLOYEE SIGNATURE** |  | | | | |