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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Full-Time Employee Evaluation Template**

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| **Full-Time Employee Evaluation Template** | | | | | |
| **Adele Vance:**  Employee |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| This template is designed to be comprehensive and encourage thoughtful reflection from both the employee and the reviewer. | | | | | |
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| **1. Job Performance** | | | | | |
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| Q1: How would you describe the employee's overall job performance over the evaluation period? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** What are the employee's key strengths in their current role? | | | | | |
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| **Q3:** Describe a specific challenge the employee faced and how they handled it. What does this tell you about their problem-solving abilities? | | | | | |
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| **Q4:** How effectively does the employee manage their time and prioritize tasks? | | | | | |
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| **2. Communication and Teamwork** | | | | | |
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| **Q1:** How would you assess the employee's communication skills, both written and verbal? | | | | | |
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| **Q2:** In what ways does the employee contribute to the team dynamic? | | | | | |
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| **Q3:** Can you provide an example of a time when the employee demonstrated leadership or took initiative within the team? | | | | | |
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| **Q4:** How well does the employee handle constructive feedback and adapt to changes in the workplace? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **3. Professional Development and Growth** | | | | | |
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| **Q1:** What progress has the employee made in their professional development since the last evaluation (if applicable)? | | | | | |
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| **Q2:** What are the employee's career goals, and how do they align with the company’s objectives? | | | | | |
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| **Q3:** What additional training, resources, or support could help the employee further develop their skills and advance their career? | | | | | |
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| **4. Company Values and Cultural Fit** | | | | | |
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| **Q1:** How does the employee embody the company's core values in their day-to-day work? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** In what ways does the employee contribute to maintaining or improving the company culture? | | | | | |
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| **Q3:** Are there any areas where the employee could better align with the company's values or expectations? | | | | | |
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| **5. Additional Feedback** | | | | | |
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| **Q1:** What accomplishments or milestones are you most proud of regarding the employee's performance during this period? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** What are your key recommendations for the employee moving forward? | | | | | |
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| **Q3:** Do you have any additional comments or observations that weren’t covered in the previous sections? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Rating of this employee (Miriam's answers) (Between 1-10)** | | | | | |
|  | **Rating** |  | **Weighted Average** | | |
| **Job Performance** | 6.5 |  | 7.125 | | |
| **Communication** | 8 |  |
| **Professional Growth** | 7 |  |
| **Cultural Fit** | 7 |  |
| **Overall Comments** | | | | | |
|  | | | | | |
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| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |