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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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| **Adele's answers** | **Miriam's answers** |
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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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| **Adele's answers** | **Miriam's answers** |
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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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| **Adele's answers** | **Miriam's answers** |
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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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| **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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| Lorem ipsum | Lorem ipsum |
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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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| **Adele's answers** | **Miriam's answers** |
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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** |
| Lorem ipsum | Lorem ipsum |
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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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|
| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |