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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)

**Work Evaluation Template**

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| **Work Evaluation Template** | | | | | |
| **Adele Vance:**  Retail Manager |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| The Work Evaluation Template provided is a comprehensive tool designed to assess and evaluate an employee's performance across various key areas. The template aims to collect valuable feedback to facilitate employee development and enhance overall productivity. | | | | | |
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| **Q1:** How well does the employee demonstrate a strong understanding of their role and responsibilities? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q2:** In what ways does the employee proactively seek professional development opportunities to enhance their skills and knowledge? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q3:** Are there specific areas where improvement is needed in terms of accuracy and attention to detail? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q4:** To what extent does the employee contribute positively to the team dynamic? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q5:** To what extent does the employee take initiative in proposing and implementing innovative ideas or improvements within their role or department? | | | | | |
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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** | | |
| **Performance expectations** | 6.5 |  | 7.125 | | |
| **Initiative** | 8 |  |
| **Quality of work** | 7 |  |
| **Collaboration** | 7 |  |
| **Overall Comments** | | | | | |
|  | | | | | |
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| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |