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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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| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |