



Performance Evaluation

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Employee info

Employee Name: _____
Employee ID: _____
Department: _____
Job title: _____
Date of hire: _____
Supervisor: _____

Date: _____

Evaluator: _____

Job Title: _____

Relationship: _____

Use the following scale to rate the employee's performance:

1. Poor	2. Below Average	3. Average	4. Above Average	5. Excellent
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[Assessment]

[Criteria] Rating (1 – 5) Comments

[Criteria 1]		
[Criteria 2]		
[Criteria 3]		

[Assessment]

[Criteria] Status Comments

[Criteria 1]		
[Criteria 2]		
[Criteria 3]		

[Assessment]

[Criteria] Target Achieved Difference Comments

[Criteria 1]	[Target 1]			
[Criteria 2]	[Target 2]			
[Criteria 3]	[Target 2]			

Personal and/or Professional Goals

Goal Target Status Comments

[Goal 1]	[Target 1]		
[Goal 2]	[Target 2]		
[Goal 3]	[Target 3]		



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Overall Comments from Evaluator

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Overall Comments from Employee

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Recommendations for Improvements / Apparent strengths

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Goals and Objectives for Next Review Period

Goal/Objective	Completion Date	Comments

Training and Development Needs

Training Area	Training Method	Comments

[Place, Date]

[Evaluator]

[Employee]