

Confidential Employee Performance Evaluation

Employee Name: _____

Job Title: _____

Reviewer: _____

Review Date: _____

Job Performance

Evaluation Item	Service Rating				
	5	4	3	2	1
1. General Quality of Work	5	4	3	2	1
2. Dependability	5	4	3	2	1
3. Job Knowledge	5	4	3	2	1
4. Communication Skills	5	4	3	2	1
5. Personality	5	4	3	2	1
6. Management Ability	5	4	3	2	1
7. Contribution to Group	5	4	3	2	1
8. Productivity	5	4	3	2	1
9. Achievement of Goals	5	4	3	2	1
10. Other:	5	4	3	2	1

5	Excellent
4	Very Good
3	Good
2	Fair
1	Poor

Performance Summary

What are the employee's strongest points?

What are the employee's weakest points?

What can the employee do to be more effective or make improvements?

What additional training would benefit the employee?

Employee Feedback

What are your most important accomplishments over the past year?

What are your weakest areas and how could you improve?

What are your supervisor's strengths and weaknesses?

Other concerns you would like to discuss.