

<<Company>>

**Employee Performance Evaluation**

<<CurrentDate>>

Employee: <<ContractFirstName>> <<ContractLastName>>  
Title: <<ContractJobTitle>>  
Department: <<Department>>  
Supervisor: <<Supervisor>>  
Evaluation Period <<StartDate>> to <<EndDate>>

**Instructions:**

*Circle the number that best represents the rating in each of the categories listed below, with 1 being the lowest performance in a given category and 10 being the highest. At the end of each category, you may further explain your rating in the space reserved for comments.*

**Category: Knowledge and Skills Pertaining to Job**

Employee regularly demonstrates the knowledge and skills needed to meet the requirements of his/her position with the Company. Employee understands the expectations that the job requires and maintains the current knowledge and skills necessary to perform the job effectively.

(Lowest) 1 2 3 4 5 6 7 8 9 10 (Highest)

**Comments or Remarks:**

**Category: Customer Relations and Services**

Employee anticipates, listens, and responds to customer inquiries and questions; anticipates and identifies customer needs, and takes responsibility for prescribing solutions or enlisting Company resources to aid customer. Reacts to all customer questions and concerns with a positive and congenial attitude and approaches problem-solving in a manner that both educates as well as solves the customer's problem or concern. Employee interacts and communicates with customers in a way that reflects positively on the Company and its intended mission.

(Lowest) 1 2 3 4 5 6 7 8 9 10 (Highest)

**Comments or Remarks:**

<<Address1>> <<Address2>> <<City>>, <<State>> <<PostalCode>>  
Phone <<WorkPhone>>