

### Sample Employee Evaluation Form

Name: \_\_\_\_\_ Dept. \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Date of Review \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date of Last Review \_\_\_\_\_

#### Rating System

1= Unsatisfactory

2= Needs Improvement

3= Satisfactory

4= Exceeds expectations

5= Significantly exceeds expectations

1. Quality of Employee's work \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

2. Exercise of good judgment \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

3. Attendance \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

4. Employee involvement/participation in team effort \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

5. Attention to company policies and procedures \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

6. Interpersonal relationships and communication with co-workers \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

7. Taking initiative to achieve goals and complete assignments \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

8. Responsiveness to changing work requirements \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

9. Work ethic \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

10. Overall performance rating \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

**Areas of Strength:**

\_\_\_\_\_  
\_\_\_\_\_

**Areas of Improvement:**

\_\_\_\_\_  
\_\_\_\_\_

**[Optional:]**

Date of Last Merit Increase: \_\_\_\_\_

Recommended Merit Increase: \_\_\_\_\_

Effective Date of Current Merit Increase: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

Employee's Comments:

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Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature