

## EMPLOYEE EVALUATION FORM TEMPLATE

### Employee Information

<i>Employee Name</i>	
<i>Employee ID</i>	
<i>Job Title</i>	
<i>Department</i>	
<i>Supervisor/ Reviewer</i>	
<i>Review Period</i>	
<i>Date</i>	

### Ratings

	1 (Poor)	2 (Fair)	3 (Satisfactory )	4 (Good)	5 (Excellent)
<i>Productivity</i>					
<i>Job knowledge</i>					
<i>Work quality</i>					
<i>Attendance</i>					
<i>Communication</i>					
<i>Dependability</i>					
<i>Group work</i>					
<i>Innovative</i>					
<i>Discipline</i>					
<i>Time</i>					

Management					
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<i>Comments</i>

<i>Overall Evaluation</i>