Employee Evaluation

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| --- | --- | --- | --- |
| Employee Name: |  | Date: |  |
| Position Title: |  | ID #: |  |
| Department: |  | Reviewer: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Performance** | | **Never** | **Rarely** | **Sometimes** | **Mostly** | **Always** | **Comments** |
| 1. | Employee shows strong initiative | 1 | 2 | 3 | 4 | 5 |  |
| 2. | Employee works well with others in group-based projects | 1 | 2 | 3 | 4 | 5 |  |
| 3. | Employee takes instructions and follows leaders well | 1 | 2 | 3 | 4 | 5 |  |
| 4. | Employee shows good leadership skills | 1 | 2 | 3 | 4 | 5 |  |
| 5. | Employee stays focused on tasks at hand | 1 | 2 | 3 | 4 | 5 |  |
| 6. | Employee knows how to prioritize tasks | 1 | 2 | 3 | 4 | 5 |  |
| 7. | Employee has good communication with coworkers | 1 | 2 | 3 | 4 | 5 |  |
| 8. | Employee has good communication with superiors | 1 | 2 | 3 | 4 | 5 |  |
| 9. | Employee is dependable | 1 | 2 | 3 | 4 | 5 |  |
| 10. | Employee gets assignments in on time | 1 | 2 | 3 | 4 | 5 |  |
| 11. | Employee arrives on time every day | 1 | 2 | 3 | 4 | 5 |  |
| 12. | Employee’s work is of high quality | 1 | 2 | 3 | 4 | 5 |  |
| 13. |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |
|  | | | | | | | |
| **Additional Comments/Goal** | | | | | | | |
| Comments: | | | | | | | |
| Goals: | | | | | | | |