



Employee Performance Evaluation

Name: _____ Date: _____

Check One: New Employee Termination Other _____

Employee Position: _____ Date of Last Review: _____ Date Employee Began Position: _____

Please rate employee's performance below. On a scale of 1-5, 1 being unsatisfactory and 5 being excellent.

Rating Information	1	2	3	4	5	Comments
Job Understanding: Employee possesses a clear knowledge of the responsibilities and tasks that he or she must perform.						
Job Performance: The neatness, thoroughness and accuracy of the employee's work.						
Job Productivity: The quality of the employee's work in terms of volume and accomplishments.						
Dependability: Can you rely upon this individual in terms of being on time and completion of tasks.						
Cooperation: The ability to work willingly with associates, subordinates, managers, and others.						
Overall Rating						

General comments as to the employee's strengths, opportunities, and action taken to improve job performance

Approved Raise: _____/Hour Increase Employee Comments:

Employee Signature: _____ Date: _____

Review Completed By: _____ Date: _____