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| Sample Performance Evaluation Form |
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| Employee Name:  | Emily J. Johnson |
| Job Title & Department:  | Office Administrator, Human Resources |
| Supervisor/Manager’s Name:  | John Smith |
| Evaluation Period (From – To):  | January 1, 2025 - March 30, 2025 |
| Date of Evaluation:  | May 15, 2025 |
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| **Performance Criteria** (use the following rating scale): |
| 1 – Poor | 2 – Needs Improvement | 3 – Meets Expectations | 4 – Exceeds Expectations | 5 – Outstanding |
|  |  |  |  |
| **Criterion** | **Description** | **Rating****(1 – 5)** | **Comments** |
| Job Knowledge | Understanding of job responsibilities and tasks. | 4 | Demonstrates strong understanding of tasks. |
| Quality of Work | Accuracy, thoroughness, and effectiveness of work. | 5 |  |
| Teamwork | Ability to work well with others. | 3 |  |
| Communication Skills | Effectiveness in verbal & written communication. | 4 |  |
| Dependability | Reliability and consistency in performing job duties. | 5 |  |
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| **TOTAL RATING SCORE:** | **21** |  |
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| ***Manager’s Comments:*** |
| *Emily is a reliable and professional team member. She consistently delivers quality work, communicates well, and takes initiative. Continued growth in team collaboration is encouraged.* |
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| Employee Signature:  | Date:  |
| Manager’s Signature:  | Date:  |
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