A blue rectangle with white letters

AI-generated content may be incorrect.



**Employee Evaluation Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name |  | Department |  |
| Job title |  | Manager name |  |
| Last review date |  | Review period |  |
| Review date |  |

|  |  |
| --- | --- |
| Competency rating | What are employee's levels of the required competencies on a scale 1-5  (1 - lowest level, 5 - highest level)? |
| Job knowledge |  |
| *Notes:* | |
| Quality of work |  |
| *Notes:* | |
| Communication skills |  |
| *Notes:* | |
| Teamwork & collaboration |  |
| *Notes:* | |
| Problem-solving abilities |  |
| *Notes:* | |
| Initiative |  |
| *Notes:* | |
| Dependability |  |
| *Notes:* | |

|  |  |
| --- | --- |
| Overall employee performance | To what extent do you agree with the following statements  (1 - strongly disagree, 5 - strongly agree)? |
| Employee achieves the objectives of the job |  |
| *Notes:* | |
| Employee meets the criteria for performance |  |
| *Notes:* | |
| Employee fulfills all the requirements of the job |  |
| *Notes:* | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee potential | Maximized | Growth within function | Promotable in the long term | Promotable in the short term |
| How would you qualify the employee's potential? |  |  |  |  |

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| --- |
| Areas of excellence |
|  |

|  |
| --- |
| Points of improvement |
|  |

|  |
| --- |
| Additional comments |
|  |

|  |  |
| --- | --- |
| Employee signature |  |
| Reviewer signature |  |



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