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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sample Performance Evaluation Form | | | | | | | |
|  | |  | | |  |  | |
| 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 | | | | |
|  | |  | | |  |  | |
| **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 |  | |
|  | |  | | |  |  | |
|  | |  | | |  |  | |
| **TOTAL RATING SCORE:** | | | | | **21** |  | |
|  | |  | | |  |  | |
| ***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.* | | | | | | | |
|  | | | | | | | |
| Employee Signature: | | | | | Date: | | |
| Manager’s Signature: | | | | | Date: | | |
|  | | | | | | | |