



# Employee Evaluation Form Template

# Employee Evaluation



<b>Employee Information</b>	
Name:	Date:
Title:	Review Period:
Manager:	Department:

<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Outstanding</b>	<b>Good</b>	<b>Acceptable</b>	<b>Unacceptable</b>
I have been more than impressed by your performance in this category.	Your performance in this category is more than expected. Keep up the good work.	You're meeting expectations. Let's figure out how we can improve even more.	I haven't seen enough from you in this category. Refer to the Performance Improvement Plan.

Category	4	3	2	1	Comments
Attitude					
Communication					
Growth					
Dependability					
Productivity					
Initiative					
Innovation					

<b>Strengths</b>	
<b>Weaknesses</b>	
<b>Other Comments</b>	

Manager \_\_\_\_\_

Employee \_\_\_\_\_

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