

# Job Evaluation Template

## Employee Information

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

## Evaluation Criteria

Criteria	Rating (1-5)	Comments/Feedback
Job Knowledge		
Work Quality		
Productivity		
Communication Skills		
Teamwork and Collaboration		
Problem-Solving Ability		
Initiative and Innovation		
Attendance and Punctuality		
Adaptability to Change		
Leadership (if applicable)		

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## Strengths



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**Areas for Improvement**

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**Training or Development Needs**

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**Goals for Next Evaluation Period**

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**Final Rating (Overall Performance):** \_\_\_\_\_

**Evaluator's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_