

Employee Evaluation - Sample #1

NOTE: This form is provided as a guide. It is without legal review. NAMTA suggests that any business utilizing any or all of this form do so after confirming that the information and/or questions on this form are appropriate according to the government bodies that have jurisdiction over your business, along with being aware of all state and federal laws regulating what questions are allowed.

Date of Last Evaluation Next Scheduled Evaluation	Employee				Date		
ANNUAL	Department/Title		Date of Last Evaluation		Next Scheduled Evaluation		
Circle the first letter of the word that best describes the employee's performance since last evaluation. FACTORS	REASON FOR EVALUATION		1		1		
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INTERPERSONAL RELATIONSHIPS The willingness and ability to communicate, cooperate, and work with co-workers, supervisors, and customers.	-Excellent -Above average -Satisfactory -Decreased Performance -Unsatisfactory					
KNOWLEDGE OF JOB Useful technical skills and information used at work.	-Excellent -Above average -Satisfactory -Decreased Performance -Unsatisfactory					
PRODUCTIVITY The accuracy of work finished in a specific amount of time.	-Excellent -Above average -Satisfactory -Decreased Performance -Unsatisfactory					
QUALITY The accuracy, detail, and acceptability of work accomplished.	-Excellent -Above average -Satisfactory -Decreased Performance -Unsatisfactory					
NEW ACCOMPLISHMENTS OR ABILITIES SINCE LAST EVALUATION						
NEW ACCOUNT EIGHNIENTS ON ABIENTES	ONICE ENOT EVILLOTTION					
AREAS IN NEED OF IMPROVEMENT						
RECOMMENDATIONS FOR CAREER DEVELOPMENT – CLASSES, SEMINARS, ETC.						
OVERALL PERFORMANCE RATING, IN COMPARISON TO THE JOB REQUIREMENTS OF THE POSITION □ EXCELLENT □ ABOVE AVERAGE □ AVERAGE □ UNSATISFACTORY □ BELOW AVERAGE □ NOT RATED COMMENTS						
Employee Signature	Date					
Follow Up Evaluation requested by Employee	Follow Up Date					
Evaluator Evaluator Signature						