



Employee Evaluation - Sample #2

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 at what can be discussed.

_____	_____
Employee	Date of Evaluation
_____	_____
Title	Date of Hire

Evaluator	

As you complete this performance evaluation, use the following scale as a guideline for rating each category.

- 5 = **OUTSTANDING.**
Performance will beyond expectations; positive behavior reflecting a keen interest in excellence and exceeding company goals.
- 4 = **ABOVE EXPECTATIONS.**
Performance above average; behavior constantly reflects interest in improving and attaining higher level of achievement for self and company.
- 3 = **MEETS EXPECTATIONS.**
Performance at average level; some interest in improving, and has positive behavior about the job and company.
- 2 = **BELOW EXPECTATIONS.**
Performance below average; behavior reflects little concern for improving.
- 1 = **UNSATISFACTORY.**
Performance is unacceptable; negative behavior about the job and company.

Rating	5	4	3	2	1
PERFORMANCE					
Completes tasks on time -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work quality -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works independently -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATOR'S COMMENTS

1. Has employee met goals set during last evaluation (if applicable)?

2. In what specific areas, if any, has the employee excelled since last evaluation?

3. In what specific areas does the employee need improvement?

4. What goals should the employee plan to meet before the next scheduled evaluation?

5. Other comments?

EMPLOYEE COMMENTS

1. What could the company do to better use your skills and strengths?

2. What areas do you need improvement in, and what steps will you take to improve?

3. Other comments

SIGNATURES

EVALUATOR

EMPLOYEE

FINAL REVIEWER – *if applicable*

Copy to Employee Personnel File

Date of next scheduled review: _____