

Employee Progress Evaluation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Evaluator: [Insert Evaluator Name]

Evaluation Period

From: [Start Date] To: [End Date]

Performance Highlights

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

Goals for Next Evaluation Period

- [Goal 1]
- [Goal 2]
- [Goal 3]

Overall Comments

[Insert any overall comments or feedback here]

Signatures

Evaluator Signature: _____

Employee Signature: _____