

Performance Evaluation Summary

Date: [Insert Date]

Employee Name: [Employee Name]

Position: [Employee Position]

Evaluator Name: [Evaluator Name]

Overall Performance Rating: [Insert Rating]

Key Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement:

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

Goals for Next Evaluation Period:

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

Comments:

[Additional Comments]

Evaluator Signature: _____

Employee Signature: _____