

# Employee Skill Evaluation

**Date:** [Date]

**Employee Name:** [Employee Name]

**Department:** [Department]

**Evaluator Name:** [Evaluator Name]

**Position:** [Position]

## 1. Job Knowledge

[Evaluation of the employee's understanding of job responsibilities and industry knowledge.]

## 2. Communication Skills

[Evaluation of the employee's ability to communicate effectively with team members and clients.]

## 3. Problem Solving

[Evaluation of the employee's ability to identify issues and develop solutions.]

## 4. Teamwork

[Evaluation of the employee's ability to work collaboratively with others.]

## 5. Initiative

[Evaluation of the employee's proactivity in taking on tasks and responsibilities.]

## Overall Performance Rating

[Overall assessment based on the above criteria.]

## Comments

[Additional comments or recommendations for the employee.]

**Evaluator Signature:** [Signature]

**Date:** [Date]