

Staff Evaluation for [Event Name]

Date: [Insert Date]

To: [Staff Member's Name]

From: [Your Name/Position]

Performance Evaluation

We would like to evaluate your performance during the [Event Name] held on [Event Date]. Below are the key areas we assessed:

1. Organization Skills

[Insert feedback]

2. Communication

[Insert feedback]

3. Team Collaboration

[Insert feedback]

4. Problem-Solving

[Insert feedback]

Overall Assessment

[Insert overall evaluation and any recommendations for improvement]

Future Opportunities

[Mention any opportunities for further involvement or development]

Feedback

Please feel free to respond with any feedback or comments regarding this evaluation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]