

Staff Evaluation Report

Date: **[Insert Date]**

To: **[Employee Name]**

From: **[Evaluator's Name]**

Subject: Staff Evaluation Report

Employee Details

Position: **[Employee Position]**

Department: **[Department Name]**

Evaluation Period

[Start Date] to **[End Date]**

Performance Summary

[Summary of Performance]

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]**

Overall Rating

[Rating]

Evaluator Comments

[Additional Comments]

Signature

[Evaluator's Name]

[Position]