

Performance Evaluation

Date: **[Date]**

To: **[Security Guard's Name]**

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

Position: **Security Guard**

Performance Evaluation Summary

This evaluation aims to assess your performance during the review period from **[Start Date]** to **[End Date]**.

Evaluation Criteria

- Attendance and Punctuality: **[Rating]**
- Communication Skills: **[Rating]**
- Proactivity and Initiative: **[Rating]**
- Report Writing Skills: **[Rating]**
- Interpersonal Skills: **[Rating]**
- Emergency Response Ability: **[Rating]**

Strengths

[List of strengths observed during the evaluation period]

Areas for Improvement

[Constructive feedback and recommendations for improvement]

Overall Performance Rating

[Overall Rating]

Comments

[Additional comments or observations]

Thank you for your contributions and commitment to maintaining a safe environment. Please sign and return this evaluation by **[Return Date]**.

Signature: _____

Date: _____