

# Performance Evaluation

Date: **[Insert Date]**

Employee Name: **[Employee Name]**

Position: **[Position]**

Store Location: **[Store Location]**

## Evaluation Period

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

## Performance Categories

- **Customer Service:** [Comments]
- **Sales Performance:** [Comments]
- **Teamwork:** [Comments]
- **Punctuality:** [Comments]
- **Product Knowledge:** [Comments]

## Overall Assessment

[Overall Comments and Recommendations]

## Goals for Next Evaluation Period

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

## Employee Comments

[Space for employee to add comments]

## Evaluator's Name

[Evaluator's Name]

[Evaluator's Position]

[Signature]

## **Employee Signature**

[Employee Signature]