Performance Evaluation Criteria

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Evaluation Criteria

1. **Job Knowledge:** Demonstrates understanding of job responsibilities and functions.
2. **Quality of Work:** Produces work that meets quality standards.
3. **Productivity:** Completes tasks efficiently and in a timely manner.
4. **Communication Skills:** Effectively communicates with team members and management.
5. **Teamwork:** Collaborates well with others to achieve common goals.
6. **Initiative:** Shows willingness to take on additional responsibilities.
7. **Dependability:** Reliable and consistent in performance.
8. **Adaptability:** Adjusts to changing circumstances and priorities.

Overall Rating

Rating Scale: 1 (Unsatisfactory) to 5 (Outstanding)

[Insert Overall Rating]

Comments

[Insert Additional Comments]

Employee Signature

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Evaluator Signature

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