

PROJECT MANAGEMENT DOCS

Free Project Management Templates

ANNUAL EMPLOYEE EVALUATION TEMPLATE

This Annual Employee Evaluation Template is free for you to copy and use on your project and within your organization. We hope that you find this template useful and welcome your comments. Public distribution of this document is only permitted from the Project Management Docs official website at:

www.ProjectManagementDocs.com

To edit the document click on **tools – unprotect document** (no password required). When you finish with your edits protect the document by clicking on **tools – protect document – forms**. In Word 2007 or newer click on the **Review** tab - **Protect Document** icon and **Stop Protection** button. Then protect the document again once you're finished with your edits (Allow only this type of editing in the document - No changes (read only)).

ANNUAL EMPLOYEE EVALUATION

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE

DATE

Employee Name:

Evaluation Period: to

Review Date:

Supervisor's Name:

I. Job Performance:

Functional Area	Description	Employee Rating	Manager Rating
a) Knowledge	Understands job functions, requirements, tools, and processes associated with this position.	Please Select	Please Select
b) Execution	The ability to 'get things done'. Follows through on tasks/projects until completion, completes tasks/projects in a timely manner and according to schedule, overcomes obstacles, proposes solutions rather than excuses.	Please Select	Please Select
c) Problem Solving	When posed with a problem the ability to develop timely solutions with alternatives.	Please Select	Please Select
d) Process Improvement	Improves existing processes to either increase productivity, quality, or customer satisfaction.	Please Select	Please Select
e) Safety	Practices safe work habits and encourages others do the same. Identifies ways to improve the safety of the work environment.	Please Select	Please Select
f) Productivity	Amount of quality work performed as compared with peers.	Please Select	Please Select
g) Quality	Quality of work performed or products produced.	Please Select	Please Select
h) Initiative	The initiative to identify work to be performed and perform the work without being directed by others.	Please Select	Please Select
i) Attendance & Punctuality	Arrives to work on time, works on days scheduled, and requests time off with sufficient advance notice.	Please Select	Please Select
j) Organization	Organized workspace and in the approach to working.	Please Select	Please Select
k) Adaptability	Easily adapts to changes in the workplace, requirements, schedule, and priorities.	Please Select	Please Select
Employee's Self-Observations			
Strengths			
Weaknesses			
Manager's Observations			
Strengths			
Weaknesses			
Manager's Recommendations			
1)			
2)			

II. Customer/Client Relations:

Functional Area	Description	Employee Rating	Manager Rating
a) Telephone Skills	Personable skills answering the phone; being courteous and respectful to the customer/client and fully addressing their needs.	Please Select	Please Select
b) Problem Resolution	Solves customer/client problems; clearly defines and understands the problem and fully resolves the problem to the customers' satisfaction.	Please Select	Please Select
c) Salesmanship	Sells to the customer according to their requirements and needs; clearly defines and understands the customers' requirements and closes the sale which results in a lifetime customer.	Please Select	Please Select
d) Initiative	Goes out of their way to satisfy customers/clients;	Please Select	Please Select
e) Proactiveness	Contacts customers/clients proactively; proactively works with customers/clients to prevent problems, answer unasked questions and develop their relationship and loyalty to the company.	Please Select	Please Select
f) Politeness	Displays politeness to the customer/client; always says thank you, please, and speaks in a polite tone and manner.	Please Select	Please Select
g) Personal Appearance	Proper attire and grooming when meeting with a customer/client; attire matches or exceeds customer/clients' attire, is appropriate for the environment, neatly groomed giving an appearance of professionalism and respect for the customer/client.	Please Select	Please Select
Employee's Self-Observations			
Strengths			
Weaknesses			
Manager's Observations			
Strengths			
Weaknesses			
Manager's Recommendations			
1)			
2)			

III. Communication Skills:

Functional Area	Description	Employee Rating	Manager Rating
a) Verbal	Ability to communicate clearly and effectively to others through verbal communication.	Please Select	Please Select
b) Technical Writing	Create technical documents which adhere to corporate standards, clearly communicates technical details, and presented in an organized manner.	Please Select	Please Select
c) Creative Writing	Ability to influence readers through creative writing resulting in a change in perception of value, urgency, quality, or other abstract qualities.		
d) Influence	The ability to influence others through effective communication (verbal, written, illustrative, etc.).	Please Select	Please Select
e) Presentations	Quality, clarity, and effectiveness of presentations.		
f) Relationships	Relationships with co-workers, management, suppliers, and customers.	Please Select	Please Select
g) Listening	Ability to listen to and understand others, including the practice of active listening.	Please Select	Please Select
h) Negotiation	The ability to act in a profession manner and negotiate to gain new opportunities, discover new solutions, resolve disputes, agree upon courses of action, bargaining, or create outcomes which satisfy everyone's interests.	Please Select	Please Select
i) Facilitation	Planning and running effective and impartial meetings which results in consensus in either solving a problem or making a decision; or effectively presenting information.	Please Select	Please Select
j) Responding to Conflict	Ability to resolve a dispute or conflict where all parties are satisfied with the outcome.	Please Select	Please Select
Employee's Self-Observations			
Strengths			
Weaknesses			
Manager's Observations			
Strengths			
Weaknesses			
Manager's Recommendations			
1)			
2)			

IV. Interpersonal Skills:

Functional Area	Description	Employee Rating	Manager Rating
a) Interaction with Coworkers	Works well with co-workers, respects others, and has the respect of others.	Please Select	Please Select
b) Interaction with Supervisors	Works well with Supervisors, respects their authority and interacts in a professional manner.	Please Select	Please Select
c) Interaction with Clients	Works will with Clients resulting in established and committed relationships with the clients.	Please Select	Please Select
d) Motivational Skills	Ability to motivate others which results in the desired outcome (perform a task, change of attitude, etc.)	Please Select	Please Select
e) Leadership	To have a vision and to effectively communicate it to others resulting in a change in human behavior.	Please Select	Please Select
Employee's Self-Observations			
Strengths			
Weaknesses			
Manager's Observations			
Strengths			
Weaknesses			
Manager's Recommendations			
1)			
2)			

Signature Page

Please print and sign once all sections are completed. The Supervisor will file both electronic and printed copies with the HR Department.

I am signing this form to indicate that I have received it and completed my portion. My signature does not necessarily indicate that I agree with the contents.

Employee's Signature

Date

Supervisor's Signature

Date