

# EMPLOYEE EVALUATION FORM

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Employee:

Job Title:

Manager:

Date: January 12, 2022

Department:

Date of Last Evaluation:

Review Period: \_\_\_\_\_ to \_\_\_\_\_

## Instructions

Below is a list of characteristics critical for success in business. Rate the qualities separately by placing an "X" mark on each rating scale to indicate the level of each quality describing the employee evaluated.

## Ratings

### Evaluation and Comments

#### STRONG POINTS:

\_\_\_\_\_

#### RECOMMENDATIONS FOR FUTURE DEVELOPMENT:

\_\_\_\_\_

Rated by:

\_\_\_\_\_  
Signature

January 12, 2022

Date

\_\_\_\_\_  
Printed Name