Employee Evaluation

Employee Name: _____ Date: _____
Position Title: _____ ID #: _____
Department: _____ Reviewer: _____

	Performance	Never	Rarely	Sometimes	Mostly	Always	Comments
1.	Employee shows strong initiative	1	2	3	4	5	
2.	Employee works well with others in group-based projects	1	2	3	4	5	
3.	Employee takes instructions and follows leaders well	1	2	3	4	5	
4.	Employee shows good leadership skills	1	2	3	4	5	
5.	Employee stays focused on tasks at hand	1	2	3	4	5	
6.	Employee knows how to prioritize tasks	1	2	3	4	5	
7.	Employee has good communication with coworkers	1	2	3	4	5	
8.	Employee has good communication with superiors	1	2	3	4	5	
9.	Employee is dependable	1	2	3	4	5	
10.	Employee gets assignments in on time	1	2	3	4	5	
11.	Employee arrives on time every day	1	2	3	4	5	
12.	Employee's work is of high quality	1	2	3	4	5	
13.							
14.							
15.							

Additional Comments/Goal
Comments:
Goals: