



Employee Evaluation Form

For tips and insights on how to use this template, [visit this article](#).

Employee name	
Job title	
Last review date	
Review date	
Manager's name	
Review period	

Competency metrics

Competency	Current rating (1-5)	Required Rating (1-5)
Job knowledge <i>Notes:</i>		
Quality of work <i>Notes:</i>		
Problem-solving abilities <i>Notes:</i>		



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Initiative <i>Notes:</i>		
Dependability <i>Notes:</i>		

Overview

Overall employee performance	To what extent do you agree with the following statements (1-5)
Employee achieves the objectives of the job <i>Notes:</i>	
Employee meets the criteria for performance <i>Notes:</i>	
Employee fulfills all the requirements of the job <i>Notes:</i>	



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Feedback from employee	
Goals to meet before the next evaluation	
Employee acknowledgment signature	