

Employee Performance Evaluation

Company Name

[Logo]

Employee Information			
Name:		Presentation Date:	
Job Title:		Direct Manager:	
Department:		Evaluation Period:	

Type of Evaluation				
☐ 30 Day	☐ 60 Day	☐ 90 Day	☐ Annual	☐ Other

Individual Ratings						
Performance Measurement	Excellent	Very Good	Achieves Expectations	Needs Improvement	Unacceptable	Not Applicable
Verbal Communication	☐	☐	☐	☐	☐	☐
Written Communication	☐	☐	☐	☐	☐	☐
Quality of Work	☐	☐	☐	☐	☐	☐
Quantity of Work	☐	☐	☐	☐	☐	☐
Organization	☐	☐	☐	☐	☐	☐
Team Skills	☐	☐	☐	☐	☐	☐
Multitasking Abilities	☐	☐	☐	☐	☐	☐
Professionalism	☐	☐	☐	☐	☐	☐
Time and Attendance	☐	☐	☐	☐	☐	☐



Performance Evaluation Manual For Employees

**Seattle (Wash.). Personnel
Department. Training and
Performance Systems, Seattle (Wash.).
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