# JOB EVALUATION FORM

#### Employee Information

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| --- | --- |
| **Employee Name** | **Employee ID** |
| **Job Title** | **Date** |
| **Department** | **Manager** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ratings | | | | | | |
| **Attributes** | | **1 = Poor** | **2 = Fair** | **3 = Satisfactory** | **4 = Good** | **5 = Excellent** |
| Job Knowledge | |  |  |  |  |  |
| Comments |  | | | | | |
| Work Quality | |  |  |  |  |  |
| Comments |  | | | | | |
| Attendance/Punctuality | |  |  |  |  |  |
| Comments |  | | | | | |
| Productivity | |  |  |  |  |  |
| Comments |  | | | | | |
| Communication | |  |  |  |  |  |
| Comments |  | | | | | |
| Dependability | |  |  |  |  |  |
| Comments |  | | | | | |

#### Verification of Review

|  |  |
| --- | --- |
| **Employee Signature** | **Date** |
| **Manager Signature** | **Date** |