# JOB EVALUATION FORM

#### Employee Information

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

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| 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** |