JOB EVALUATION FORM

|  |  |
| --- | --- |
| **Employee Information** | |
| Name | Employee ID |
| Job Title | Date |
| Department | Manager |
| Review Period | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ratings** | | | | | | |
| **Attributes** | | **1 = Poor** | **2 = Fair** | **3 = Satisfactory** | **4 = Good** | **5 = Excellent** |
| **Job Knowledge** | |  |  |  |  |  |
| Comments |  | | | | | |
| **Work Quality** | |  |  |  |  |  |
| Comments |  | | | | | |
| **Attendance/Punctuality** | |  |  |  |  |  |
| Comments |  | | | | | |
| **Initiative** | |  |  |  |  |  |
| Comments |  | | | | | |
| **Communication/Listening Skills** | |  |  |  |  |  |
| Comments |  | | | | | |
| **Dependability** | |  |  |  |  |  |
| Comments |  | | | | | |
| **Overall Rating** (average the rating numbers above) | | | |  | | |