JOB EVALUATION FORM

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| --- |
| **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) |  |