

EMPLOYEE PERFORMANCE EVALUATION

Date of Review: _____

Employee Name: _____

Attendance

Evaluation Area	Poor	Below Average	Average	Above Average	Superior
Follows Work Schedule					
Reports to Work on Time					
No Excessive Absences					
Gives Prior Notice for Absences					

Comments

Performance

Evaluation Area	Poor	Below Average	Average	Above Average	Superior
Performs Duties Satisfactorily					
Follows Instruction					
Needs Minimal Supervision					
Job Knowledge					

Comments

Behavior

Evaluation Area	Poor	Below Average	Average	Above Average	Superior
Trustworthy					
Open to Suggestions					
Communicates Well					
Willing to Learn					
Positive Attitude					

Comments:

Employee Signature/Date

Employer Signature/Date