

Sample Performance Evaluation Form

Employee Name:	
Job Title & Department:	
Supervisor/Manager's Name:	
Evaluation Period (From – To):	
Date of Evaluation:	

Performance Criteria (use the following rating scale):

1 – Poor 2 – Needs Improvement 3 – Meets Expectations 4 – Exceeds Expectations 5 – Outstanding

Criterion	Description	Rating (1 – 5)	Comments

OVERALL RATING:

Manager's Comments:

Employee Signature:
Manager's Signature:

Date:
Date: