

Simple Performance Evaluation Template

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:		Date:	
Manager's Signature:		Date:	