

Employee Training Assessment Form

Purpose: This form is for a manager to compare performance across multiple employees.

Evaluation Date:

Evaluator:

Training Program:

Rating Scale: Use 1=Unsatisfactory, 2=Needs Improvement, 3=Meets Expectations, 4=Exceeds Expectations, 5=Exceptional.

Employee Name	Criteria #1	Criteria #2	Criteria #3	Overall Performance	Comments/Feedback

Evaluator Signature:

Reviewed By:

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