**SAMPLE EMPLOYEE EVALUATION**

Employee Name:

Evaluator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_ Date:

Any “Area of Evaluation assessed “below” or “exceeds” the standard must be substantiated with comments. For additional space use the back of this page.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of Evaluation** | | **Acceptable Standard** | | | |
|  | | Below | | Meets | Exceeds |
| Job Knowledge | |  | |  |  |
|  | |  | |  |  |
|  | |  | |  |  |
| Performance | |  | |  |  |
|  | |  | |  |  |
|  | |  | |  |  |
| Attendance | |  | |  |  |
|  | |  | |  |  |
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| Work Ethic | |  | |  |  |
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| Additional Comments  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | |  |  |
| Employee Acknowledgement | | Sign: | | Date: | | |
| Management Approval | | Sign  : | | Date: | | |