**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 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Work Ethic |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Additional Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Employee Acknowledgement | Sign:   | Date:  |
| Management Approval | Sign:  | Date:   |