

# 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: _____
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Management Approval

Sign

Date:

: \_\_\_\_\_

\_\_\_\_\_