**Employee Evaluation Template**

Employee Information:

Name:

Position:

Department:  
Date of Evaluation:

Evaluation Criteria:

1. Job Performance:

* Meets or exceeds job requirements and expectations
* Demonstrates proficiency in required skills and knowledge
* Meets deadlines and completes tasks in a timely manner
* Proactively seeks out opportunities to improve job performance
* Collaborates effectively with colleagues and other departments

1. Communication:

* Communicates clearly and effectively with colleagues and supervisors
* Actively listens to others and shows understanding and empathy
* Provides timely and constructive feedback to others
* Effectively communicates with people from diverse backgrounds and cultures

1. Teamwork:

* Works collaboratively with colleagues to achieve team goals
* Respects others' opinions and ideas, and contributes to a positive team environment
* Takes initiative to help others when needed
* Demonstrates flexibility and adaptability when working with others

1. Problem Solving:

* Identifies problems and proposes creative solutions
* Thinks critically and logically when analyzing information and making decisions
* Seeks out and incorporates feedback when solving problems
* Anticipates and mitigates potential problems before they arise

Overall Evaluation:

Based on the above criteria, please rate the employee's performance in the following areas:

Job Performance:

Communication:

Teamwork:  
Problem Solving:

Comments:

Please provide specific examples of the employee's strengths and areas for improvement, as well as any other feedback you would like to share.

Goals and Development:

Based on the employee's performance and potential, what goals should be set for the employee for the next evaluation period? What development opportunities should be provided to help the employee achieve these goals?

Overall Rating:

Based on the employee's performance in the above areas, please provide an overall rating of the employee's performance for the evaluation period.

Outstanding:

Exceeds Expectations:

Meets Expectations:

Needs Improvement:  
Unsatisfactory:

Evaluator Information:

Name:

Position:  
Department:

Thank you for taking the time to complete this evaluation.