

****Employee Feedback Evaluation Template****

****Employee Information:****

- ****Employee Name:**** _____
- ****Position:**** _____
- ****Department:**** _____
- ****Evaluation Period:**** _____

****Performance Evaluation Criteria:****

1. ****Job Knowledge:****

- Rating: (1-5) _____
- Comments: _____

2. ****Quality of Work:****

- Rating: (1-5) _____
- Comments: _____

3. ****Communication Skills:****

- Rating: (1-5) _____
- Comments: _____

4. ****Teamwork and Collaboration:****

- Rating: (1-5) _____
- Comments: _____

5. ****Problem-Solving Skills:****

- Rating: (1-5) _____
- Comments: _____

6. ****Dependability:****

- Rating: (1-5) _____
- Comments: _____

7. ****Initiative:****

- Rating: (1-5) _____
- Comments: _____

****Overall Performance Rating: (1-5) _____****

****Strengths:****

****Areas for Improvement:****

****Goals for Next Evaluation Period:****

1. _____
2. _____
3. _____

****Additional Comments:****

****Evaluator Name:**** _____

****Evaluator Signature:**** _____

****Date:**** _____

****Employee Signature:**** _____

****Date:**** _____

[End of Template]