

## **Employee Evaluation Checklist**

Performance reviews should be tailored to your type of business and the nature of the employee's job function. The Evaluation Checklist below can serve as a model for the creation of one that is more appropriate for your needs.

**Employee** \_\_\_\_\_

Department \_\_\_\_\_

Date of evaluation \_\_\_\_\_

**Evaluation prepared and delivered by** \_\_\_\_\_

**Date of last evaluation** \_\_\_\_\_

Items identified in last evaluation to be reviewed.

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	<b>Evaluation Criteria</b>	<b>1 to 5 rating (5 = best)</b>	<b>Comments</b>
1	Attendance & punctuality		
2	Dependability		
3	Appearance		
4	Productivity		
5	Work quality		
6	Work quantity		
7	Work consistency		
8	Knowledge of job		
9	Work skills		

10	Managerial skills		
11	Attitude		
12	Cooperation		
13	Enthusiasm		
14	Initiative		
15	Judgment		
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**Other Items for Consideration**

**Accomplishments**

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**Strengths**

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**Weaknesses**

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**Problems to be addressed**

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**Follow up actions to be taken**

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**Other issues covered in performance review**

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