EMPLOYEE EVALUATION

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| Employee Name: |  | Evaluation for the period: From : | Evaluation for the period  To : |
| Title: |  |  |  |
| Supervisor: |  | Department: |  |
| Title: |  |  |  |

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| Goals and objectives during this evaluation period |
| * Employee Performance Evaluation provides legal, ethical, and visible evidence that employees were actively involved in understanding the requirements of their jobs and their performance. The accompanying goal setting, performance feedback, and documentation ensure that employees understand their required outputs. * In the event that an employee is not succeeding or improving in his job performance, the performance evaluation documentation can be used to develop a [Performance Improvement Plan (PIP)](https://www.thebalance.com/performance-improvement-plan-contents-and-sample-form-1918850). * The documentation of success and failure to achieve goals is a critical component of the employee performance evaluation process. |
| Achievements, accomplishments, and responsibilities (completed by Employee) |
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| Challenges faced by employee while achieving their goals |
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| Strengths and areas for development |
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| Career development plan |
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| Goals and objectives for next evaluation period |
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| LIST OF PROJECTS NAME |
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|  |  |
| --- | --- |
| Employee Signature | HR Signature |
|  |  |
| Date | Date |