

Name of Employee:								
Position:								
Evaluation Period:								
EMPLOYEE PERFORMANCE EVALUATION FORM								
KEY PERFORMANCE INDICATORS		Performance Weigh	Outstanding	Exceeds Expectations	Meet Expectations	Needs Improvement	Poor	Actual Rate (%)
		5	4	3	2	1		
Communication and Interpersonal Skills: Communicates effectively with both internal team members and clients. They ask the right questions when unclear about client needs and respond professionally to feedback. Their written communication is clear and concise while openly sharing knowledge and expertise.		20%						
Critical Incidents:								
Job Knowledge and Technical Skills: Demonstrates a solid understanding of works methodology, principles and practices. They are proficient with the firm's business processes and consistently using standards correctly.		20%						
Critical Incidents:								
Independence and Professional Skepticism: Demonstrates appropriate levels of professional skepticism. Take ownership of the tasks but also rely on the guidance and input from more senior team members when needed. Their objectivity and independence doing the task are in line with the firm's standards that ensures the output are based on reliable, objective information and helps maintain the integrity in completing all required services.		15%						
Critical Incidents:								
Productivity and Efficiency: Consistently meets deadlines and completes assignments on time. They have shown a great ability to prioritize tasks effectively and manage their workload, especially during busy periods. However, there are times when they could optimize their process to increase overall efficiency.		10%						

Critical Incidents:

Teamwork and Collaboration: Is a collaborative team member who is always willing to help others. They work well with both junior and senior staff and contribute positively to team goals. During the busy season, they supported colleagues with overflow work, ensuring that client deadlines were met.	10%						
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Critical Incidents:

Professionalism and Adaptability: Consistently demonstrates a high level of professionalism. They maintain a positive attitude, handle stressful situations well, and are adaptable to changes in work procedures or client requirements. They take initiative in seeking out new tasks and adapting to shifts in priorities.	10%						
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Critical Incidents:

Ethics and Conducts: Ethics and conduct evaluations identify employees who contribute positively to workplace culture and uphold the values of the organization. By emphasizing ethics, organizations encourage behavior that strengthens a collaborative and respectful environment, ultimately boosting employee satisfaction and retention.	10%						
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Critical Incidents:

Attendance: It encompasses timeliness, availability, responsiveness, and accountability in service delivery. Effective attendance evaluation considers not only the provider’s punctuality but also the impact of their presence or absence on service quality, relationship management, and client satisfaction. A service provider with strong attendance practices demonstrates reliability, which can build long-term trust and ensure the successful execution of projects or services.	5%						
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Critical Incidents:

Employee Comments:

Evaluator's comments: