**Employee Performance Evaluation Form**

Prepared For: [Enter your client name here]

Completed By: [enter your team name here]

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**Updated:**

**April 6, 2025**

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# Introduction & Purpose

Performance evaluations serve as a valuable tool for:

* Recognizing employee strengths and contributions.
* Identifying areas for development and training.
* Setting achievable performance goals.
* Aligning employee performance with company objectives.
* Ensuring compliance with Ontario’s Employment Standards Act (ESA) and workplace regulations.

This form includes **a rating scale, competency assessments, self-assessment, goal-setting, and improvement plans**, ensuring a **balanced and constructive** evaluation process.

# Employee Information

* **Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Manager/Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Evaluation Period:** From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Performance Rating Scale (Circle the appropriate rating for each section)

5 – **Outstanding:** Consistently exceeds expectations; exceptional contributions.

4 – **Exceeds Expectations:** Regularly performs above required level.

3 – **Meets Expectations:** Performs duties effectively at required standard.

2 – **Needs Improvement:** Inconsistent performance; requires improvement.

1 – **Unsatisfactory:** Performance does not meet expectations; requires immediate action.

# Key Performance Areas (To be completed by Manager/Supervisor)

## A. Job Knowledge & Technical Skills

* Demonstrates expertise in job role and responsibilities.
* Applies skills effectively and adapts to new technologies.

**Rating:** 5 4 3 2 1

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## B. Productivity & Quality of Work

* Completes work accurately and efficiently.
* Meets deadlines and prioritizes workload effectively.

**Rating:** 5 4 3 2 1

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## C. Communication & Teamwork

* Communicates clearly and professionally with team members and clients.
* Listens actively and contributes to a positive team environment.

**Rating:** 5 4 3 2 1

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## D. Problem-Solving & Decision-Making

* Demonstrates analytical thinking and sound judgment.
* Proactively identifies issues and implements solutions.

**Rating:** 5 4 3 2 1

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## E. Initiative & Leadership (If Applicable)

* Takes initiative beyond assigned tasks.
* Leads projects, mentors others, and contributes to company growth.

**Rating:** 5 4 3 2 1

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## F. Compliance & Workplace Conduct

* Adheres to company policies, labor laws, and safety standards.
* Maintains professional and ethical behavior.

**Rating:** 5 4 3 2 1

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## G. Attendance & Punctuality

* Reports to work on time and maintains reliable attendance.
* Notifies supervisor appropriately of absences or lateness.

**Rating:** 5 4 3 2 1

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Employee Self-Assessment (To be completed by Employee prior to review meeting)

1. **What were your key accomplishments during this evaluation period?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What challenges did you encounter, and how did you address them?**

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1. **What support, resources, or training do you need to improve performance?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What are your career growth interests and goals for the next period?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Goal Setting & Development Plan (To be completed by Manager & Employee)

**Short-Term Goals (Next 3-6 months):**

**Long-Term Goals (Next 1-2 years):**

**Training & Development Recommendations:**

**Action Plan for Improvement (If Required):**

# Performance Improvement Plan (If Needed)

☐ Not Applicable

☐ Required – Performance concerns must be addressed

If selected, describe specific areas for improvement, required actions, and timeline:

# Final Summary & Overall Rating *(To be completed by Manager)*

Overall Performance Rating**:** 5 4 3 2 1

**Final Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Acknowledgment & Signatures

By signing below, both the employee and manager confirm that they have discussed this evaluation in detail. The employee’s signature does not necessarily indicate agreement but acknowledges receipt of the evaluation.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Representative Signature (If Applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Disclaimer:

This performance evaluation template is a general guide and should not be considered legal or HR advice. While ProSupport HR Partners has ensured its alignment with employment best practices and regulatory requirements, employment laws vary by jurisdiction and may change over time. Employers should consult an HR professional or legal expert to tailor this document to their specific needs.

By using this document, the employer assumes full responsibility for its implementation and any legal consequences. ProSupport HR Partners disclaims any liability arising from its use, modification, or interpretation. This template is intended to provide a structured framework for fair and objective employee performance assessments.

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