

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.

	Evaluation Criteria	1 to 5 rating (5 = best)	Comments
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		

	Evaluation Criteria	1 to 5 rating (5 = best)	Comments
11	Attitude		
12	Cooperation		
13	Enthusiasm		
14	Initiative		
15	Judgment		
16			
17			
18			

Other Items for Consideration

Accomplishments

Strengths

Weaknesses

Problems to be addressed

Follow up actions to be taken

Other issues covered in performance review
