

_____ **Employee Evaluation**

Date _____ of _____ Evaluation:
.....

Employee Name

Evaluator

Position

Time in Present Position

_____ *'s Job Description:*

_____ **'s Performance Review**

The object of this evaluation is to assess _____'s performance in their current position and to assess their commitment to _____. This evaluation highlights _____'s strengths and successes and identifies areas for improvement.

In each area for evaluation, the employee is measured on a weighted numerical scale.

This evaluation is divided into the following sections:

Communication: .../10—.....

Personal/Motivation: .../10—.....

Interpersonal: /10—.....

Sales Skills: /10—.....

Impact: .../10—.....

Decision-making: /10—.....

Extra-organizational awareness: /10—.....

Knowledge/Skills: /10—.....

Career Development: /10—.....

Management: /10—.....

Overall rating

_____ has scored a total of 0/100.

Overall, _____ has demonstrated that development is required to meet expectations.

This evaluation has found deficiencies in _____'s performance.

Improvement Plan

Additional comments

Signing details

We have read and discussed this evaluation:

Employee

Date

Evaluator

Date