# Employee Evaluation Form

**Purpose:** This document is used by managers to evaluate an employee's job performance over a specific evaluation period. It helps in documenting feedback, recognizing achievements, and identifying areas for growth and development.

## Employee Information

* **Name:** {employeeName}
* **Department:** {department}
* **Job Title:** {jobTitle}
* **Evaluation Period:** {evaluationPeriod}
* **Manager's Name:** {managerName}

## Performance Summary

**Overall Summary:**

{summary}

## Key Performance Areas

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Rating** | **Comments** |
| {#performanceAreas}{criteria} | {rating} | {comments}{/performanceAreas} |

## Strengths

{#strengths}

* {item}

{/strengths}

## Areas for Improvement

{#improvements}

* {item}

{/improvements}

## Training & Development Recommendations

{trainingRecommendations}

## Manager's Final Comments

{managerComments}

## Employee Feedback

{employeeFeedback}

## Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager Signature:** | {managerSignature} | **Date:** | {managerDate} |
| **Employee Signature:** | {employeeSignature} | **Date:** | {employeeDate} |