Employee Evaluation Form

Employee name	Department	
Job title	Manager name	
Last review date	Review period	
Review date		

Competency rating	What are employee's levels of the required competencies on a scale 1-5 (1 - lowest level, 5 - highest level)?		
Job knowledge			
Notes:	- S		
Quality of work			
Notes:			
Communication skills			
Notes:			
Teamwork & collaboration			
Notes:			
Problem-solving abilities			
Notes:			
Enitiative			
Notes:			
Dependability			
Notes:	20.55		

Overall employee performance	To what extent do you agree with the following statements (1 - strongly disagree, 5 - strongly agree)?
Employee achieves the objectives of the job	
Notes:	
Employee meets the criteria for performance	
Notes:	
Employee fulfills all the requirements of the job	
Notes:	

Employee potential	Maximized	Growth within function	Promotable in the long term	Promotable in the short term
How would you qualify the employee's potential?	.0			



Employee Evaluation Guidelines

Roman Wölfel

Employee Evaluation Guidelines:

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