

Business Contracts



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S
A
M
P
L
E

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<<Company>>

S

Employee Performance Evaluation

<<CurrentDate>>

Employee:	<<ContractFirstName>> <<ContractLastName>>
Title:	<<ContractJobTitle>>
Department:	<<Department>>
Supervisor:	<<Supervisor Name>>
Evaluation Period	<<StartDate>> to <<EndDate>>

A

Instructions:

Circle the number that best represents the rating in each of the categories listed below, with 1 being the lowest performance in a given category and 10 being the highest. At the end of each category, you may further explain your rating in the space reserved for comments.

M

Category: Knowledge & Skills Pertaining to Job

Employee regularly demonstrates the knowledge and skills needed to meet the requirements of his/her position with the Company. Employee understands the expectations that the job requires and maintains the current knowledge and skills necessary to perform the job effectively.

P

(Lowest) 1 2 3 4 5 6 7 8 9 10 (Highest)

Comments or Remarks:

L

Category: Client Relations & Services

Employee anticipates, listens, and responds to customer inquiries and questions; anticipates and identifies customer needs, and takes responsibility for prescribing solutions or enlisting Company resources to aid customer. Reacts to all customer questions and concerns with a positive and congenial attitude and approaches problem-solving in a manner that both educates as well as solves the customer's problem or concern. Employee interacts and communicates with ...

E

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S A M P L E

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