



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 Checklist

Evaluation Criteria	1 to 5 rating (5 = best)	Comments
Attendance & punctuality		
Dependability		
Appearance		
Productivity		
Work quality		
Work quantity		
Work consistency		
Knowledge of job		
Work skills		

Managerial skills		
Attitude		
Cooperation		
Enthusiasm		
Initiative		
Judgment		

Other Items for Consideration

Accomplishments

Strengths

Weaknesses

Problems to be addressed

Follow up actions to be taken

Other issues covered in performance review
