

# EMPLOYEE EVALUATION

This employee evaluation is an honest and constructive way to give team members feedback that will help them thrive in their provided roles. This form

**Employee Name** :

**Job Title** :

**Supervisor** :

**Evaluator** :

**Time Period** :

Please rate how much you agree with the following statements.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<b>Work Quality:</b> Consistency and excellence in task completion.	<input type="radio"/>				
<b>Reliability:</b> Dependability in performing duties.	<input type="radio"/>				
<b>Communication:</b> Clear in verbal and written interactions.	<input type="radio"/>				
<b>Teamwork:</b> Ability and desire to support team goals.	<input type="radio"/>				
<b>Problem-Solving:</b> Creativity in identifying solutions.	<input type="radio"/>				
<b>Productivity:</b> Efficiently produces desired results.	<input type="radio"/>				
<b>Adaptability:</b> Flexibility and willingness to embrace change.	<input type="radio"/>				
<b>Initiative:</b> Undertakes tasks beyond regular duties.	<input type="radio"/>				
<b>Professionalism:</b> Adherence to norms and ethical standards.	<input type="radio"/>				
<b>Development:</b> Efforts towards learning and improving skills.	<input type="radio"/>				

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## FEEDBACK LOOP

*Provide more detailed feedback to give guidance and direction.*

*What do people at work praise \_\_\_\_\_ for?*

*What does he/she generally need to improve over the next few months?*

## MOMENT OF SELF REFLECTION

*Give the evaluated a chance to make an accountability roadmap.*

*After hearing feedback on your performance, what do you feel proud of?*

*What action steps will you take to improve your overall performance?*

**Name & Signature of Evaluator :**

**Name & Signature of Evaluatee :**

We both acknowledge that both parties have gone through the process aligned above step-by-step to build more accountability and candor at work.



# STREAMLINE YOUR EMPLOYEE EVALUATION & ENGAGEMENT

 **Pulse Surveys**

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Quizbreaker brings you an all-in-one engagement platform to connect with your team no matter where they are. You can also use our platforms to make the workplace more fun by playing icebreaker games and trivia challenges. These help build familiarity and trust, making it much easier to receive and give feedback.

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