

# Performance Evaluation

Employee		Date Hired
Job Title	Salary	Date Of Review

## Interaction With Co-workers


## Professional Attributes


## Quality Of Work


## Mutual Improvement Objectives


## Additional Comments


Date Of Next Evaluation \_\_\_\_\_

\_\_\_\_\_  
Employee  
Interviewer

# Performance Report

Employee		Date Hired
Job Title	Salary	Date Of Review

Evaluation Of Performance	S/W*	Comments
Team Player		
Meets Deadlines		
Organizational Skills		
Communication Skills		
Leadership Ability		
Interaction With Co-workers		
Attendance		
Quality Of Work		

*\*S=Strength; W=Weakness*

### Employers' Comments


### Goals


Date Of Next Evaluation \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Interviewer