|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | | |
| Job Title: |  | Department: |  |
| Evaluator’s Name: |  | Evaluation Period: |  |
| Date of Evaluation: |  |  |  |

**Work Ethic** (Observing punctuality, reliability, and consistency)

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Punctuality** | Always on time | Occasionally late | Frequently late |
| Comments: |  | | |
| **2. Reliability** | Consistently meets deadlines | Occasionally misses deadlines | Frequently misses deadlines |
| Comments: |  | | |
| **3. Consistency** | Delivers consistent performance | Performance varies | Inconsistent performance |
| Comments: |  | | |

**Attitude (Assessing positivity, adaptability, and how the employee handles stress or criticism)**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Positivity** | Always maintains a positive attitude | Usually positive, occasionally negative | Frequently negative |
| Comments: |  | | |
| **2. Adaptability** | Quickly adapts to changes | Adapts to changes with some difficulty | Resists changes |
| Comments: |  | | |
| **3. Handling Stress and Criticism** | Handles stress and criticism well | Occasionally struggles with stress and criticism | Frequently struggles with stress and criticism |
| Comments: |  | | |

**Section 3: Collaboration** (Evaluating how well the employee works with others, including team dynamics and conflict resolution)

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Teamwork** | Works exceptionally well with others | Generally works well with others | Struggles to work with others |
| Comments: |  | | |
| **2. Conflict Resolution** | Effectively resolves conflicts | Occasionally struggles with conflict resolution | Frequently struggles with conflict resolution |
| Comments: |  | | |
| **3. Communication** | Communicates effectively with team members | Occasionally struggles with communication | Frequently struggles with communication |
| Comments: |  | | |

**Additional Comments:**

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| **Evaluator’s Signature:** | Signature | **Date:** | (DD/MM/YYYY) |

|  |  |  |  |
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| **Employee’s Signature:** | Signature | **Date:** | (DD/MM/YYYY) |