

Employee Performance Evaluation Comments

Employee: \_\_\_\_\_

**COMMENTS**

1. **Workload Management**

2. **Work Quality**

3. **Qualifications**

4. **Teamwork/Workplace Compatibility**

5. **Judgment**

6. **Attendance, reliability and dependability**

7. **Communication**

8. Initiative and Creativity

9. Leadership

10. Organization

11. Presentation

12. Character/Values

13. Attitude

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_