[Specify Company Name Here]
[Specify Address Here]
[Specify Contact Information Here]

EMPLOYEE EVALUATION SURVEY

This survey will be utilized in the evaluation of the employees in [Specify Company Name]. The quality of each employees' work will be assessed with the help of this survey. This will serve as a quantitative metrics that will generate an outstanding and growth-oriented work setting. The information gathered from this survey will be essential to promotions, layoffs, raises, and other employment decisions of the management.

Name of Employee: [Specify Complete Name Here]

Designation: [Specify Position Here]

Years of Service: [Specify Years of Employment Here]

Evaluation Purpose: [Specify Purpose of Evaluation Here]

Date of Evaluation: [Specify Date Here]

5 - Superior 4 - Exceeds Expectations 3 - Meets Expectations 2 - Needs Improvement 1 - Unacceptable

Category	Rating	Comments
Job Knowledge		
Performs work without detailed instructions		
Demonstrates knowledge of all phases of work		
Demonstrates proper position procedures		
Understands job functions		
Work Quality		
Work is completed accurately and efficiently		

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