[COMPANY LOGO]

[COMPANY NAME]
[COMPANY ADDRESS]
[CITY/STATE]
[ZIP CODE]
[PHONE/FAX]
[EMAIL ADDRESS]

Employee Performance Survey Template

Full Name of Employee:_____Date Hired:_____
Employee ID Number:_____Position:_____
Department:_____Gender:_____
Date Evaluated:_____Period of Evaluation:_____
Name of evaluator:_____Position:_____

Evaluate the employee according to his/her quantity and quality performance. You can rate him/her by checking the tables where 1 is unsatisfactory, 2 is needs improvement, 3 is meets expectations or average, 4 is exceeds expectations, 5 is exceptional. You can check

DESCRIPTION	1	2	3	4	5
A. PRODUCTIVITY AND QUALITY					
1. The employee was able to meet the quota or work productivity.					
2. Follows format, guidelines, and standard for output.					
3. This person takes work seriously.					
4. Meets deadlines.					
5. He/She is familiar with his/her position and job description.					
6. He/She is knowledgeable with his/her work.					
7. This employee is productive.					

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