



Employee Performance Evaluation Form

Date* :

Name*			Department*		
Job Title			Employment Date*		
Evaluator*			Job Title		
Criteria	NO.	Evaluation Content	Initial Score*	Evaluated Score*	
Integrity and Ethical Conduct	1	Demonstrates integrity, honesty, and ethical behavior, setting a good example			
	2	Displays honest and disciplined behavior, interacts well with others			
	3	Shows normal behavior and no misconduct			
	4	Strongly holds personal opinions, difficult to get along with others			
Work Performance	1	High work efficiency, exhibits outstanding creativity			
	2	Capable of handling tasks with higher-than-average efficiency			
	3	Completes work on time, meets performance requirements			
	4	Adequate for the job, but lacks notable achievements			
Sense of Responsibility	1	Highly responsible, thoroughly completes tasks, can be trusted			
	2	Responsible, successfully completes tasks, can be trusted			
	3	Still responsible, completes tasks as scheduled			
Coordination and Communication	1	Effectively communicates with superiors and subordinates, collaborates well			
	2	Willingly coordinates and communicates, successfully accomplishes tasks			
	3	Can collaborate with others and achieve work requirements			
	4	Poor coordination, leading to work difficulties			
Total Score					
Comments					

Performance Evaluation Manual For Employees

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