

Employee Evaluation Form Template Example

Employee Name	Everett Crosse
Employee ID	EMP-04127
Position or Title	Operations Specialist
Department	Logistics
Reviewer Name	Diana Kennedy
Reviewer Title	Senior Operations Manager
Review Date	MM/DD/YY
Evaluation Period	

Overall Performance Rating

Overall Performance Grade	Rating	Key Comments
Very Good	4	Everett consistently meets deadlines and effectively coordinates logistics tasks. A greater focus on proactive issue resolution will further improve performance.

Objectives and Performance Metrics

Objective	Performance Metric	Weight (%)	Attainment (%)	Comments
Reduce processing time for inbound shipments.	Achieve an average reduction of 15% in processing time.	30%	13%	Slightly below target but demonstrated efficiency improvements
Implement a new inventory tracking process.	Ensure 95% system compliance within the department.	25%	96%	Successfully implemented and trained team members
Improve vendor communication efficiency.	Reduce vendor response time to under 24 hours.	25%	22 hours avg	Significant improvement from the previous 30-hour average
Assist in training new team members.	Conduct two training sessions for new hires.	20%	Completed	Led two structured onboarding sessions for new hires

Competency and Skill Assessment

Competency	Weight (%)	Attainment (%)	Comments
Job Knowledge	20%	90%	Strong understanding of logistics systems and processes
Problem-Solving and Critical Thinking	20%	80%	Needs to anticipate potential disruptions earlier
Productivity and Efficiency	20%	85%	Works efficiently but could further streamline reporting tasks
Communication and Collaboration	15%	88%	Effectively works with team members and vendors
Adaptability and Learning	15%	92%	Adapts well to new processes and training
Leadership and Decision-Making (if applicable)	10%	78%	Can take more initiative in cross-departmental projects

Employee Self-Assessment

Self-Evaluation Topic	Employee Comments
Describe your key achievements during this evaluation period.	Successfully implemented an inventory tracking system and reduced vendor response time.
What challenges did you face, and how did you address them?	Managing inbound shipment delays was difficult, but I adjusted scheduling priorities to minimize the impact.
What areas do you think you can improve?	I want to be more proactive in addressing potential issues rather than reacting to problems as they arise.
What support or resources would help you perform better?	Additional training on advanced logistics software would help streamline reporting tasks.

Manager Assessment of Employee

Assessment Topic	Manager Comments
Key Strengths and Contributions	Everett is detail-oriented, dependable, and excels in maintaining accurate inventory records.
Performance Challenges and Improvement Areas	A more proactive approach to identifying operational bottlenecks would help improve overall efficiency.
Additional Feedback on Goal Attainment	Everett met or exceeded most performance goals and remains a valuable team member.

Management and Leadership Evaluation (if applicable)

Leadership Skill	Self Rating (1-5)	Reviewer Rating (1-5)	Comments
Performance Management	3	3	Has potential but needs more experience in delegation
Employee Development	4	3	Engages in training efforts but could provide more structured coaching
Decision-Making	3	3	Makes sound decisions but should be more confident in suggesting process changes
Resource Utilization	4	4	Efficiently manages workload and tools
Team Leadership and Collaboration	3	4	Works well with colleagues and fosters a positive work environment

Professional Development

Development Area	Suggested Training or Resources	Milestone or Checkpoints	Target Completion Date
Advanced Logistics Software Training	Enroll in a system optimization workshop	Complete training modules	MM/DD/YY
Proactive Problem-Solving	Work with senior team members on risk assessment	Present one process improvement idea	MM/DD/YY
Leadership Development	Take on more responsibility in team projects	Lead a small-scale project	MM/DD/YY

Final Evaluation and Approval

Final Performance Score	Decision (Satisfactory / Needs Improvement)	Notes
89%	Satisfactory	Everett has performed well and continues to develop leadership potential

Approved by Reviewer?	
Reviewer Initials	
Approved by Employee?	
Employee Initials	

Signatures

Employee Signature	
Date	MM/DD/YY
Reviewer Signature	
Date	MM/DD/YY

Employee Evaluation Form Template

Employee Name	
Employee ID	
Position or Title	
Department	
Reviewer Name	
Reviewer Title	
Review Date	
Evaluation Period	

Overall Performance Rating

Overall Performance Grade	Rating	Key Comments

Objectives and Performance Metrics

Objective	Performance Metric	Weight (%)	Attainment (%)	Comments

Competency and Skill Assessment

Competency	Weight (%)	Attainment (%)	Comments

Employee Self-Assessment

Self-Evaluation Topic	Employee Comments

Manager Assessment of Employee

Assessment Topic	Manager Comments

Management and Leadership Evaluation (if applicable)

Leadership Skill	Self Rating (1-5)	Reviewer Rating (1-5)	Comments

Professional Development

Development Area	Suggested Training or Resources	Milestone or Checkpoints	Target Completion Date

Final Evaluation and Approval

Final Performance Score	Decision (Satisfactory / Needs Improvement)	Notes

Approved by Reviewer?	
Reviewer Initials	
Approved by Employee?	
Employee Initials	

Signatures

Employee Signature	
Date	
Reviewer Signature	
Date	

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.