

Performance Evaluation Document

Employee Information

Name	John Doe	Position	Software Engineer
Department	Technology	Evaluation Period	01-Jan-2024 to 30-Jun-2024
Evaluator	Jane Smith	Date	03-Jul-2024

Performance Criteria

Criteria	Rating (1-5)	Comments
Quality of Work	4	Demonstrates high attention to detail and rarely makes errors.
Productivity	5	Consistently meets project deadlines and exceeds expectations.
Teamwork	4	Effective collaborator and positive contributor to team goals.
Communication	3	Communicates well but improvement is needed in documentation.
Initiative	5	Takes ownership and shows leadership in solving complex problems.

Strengths

Summary of Strengths

Strong analytical skills and quick learner. Demonstrates consistent problem-solving capabilities.

Areas for Improvement

Summary of Areas for Improvement

Could improve on written communication and provide more comprehensive documentation for projects.

Goals for Next Evaluation Period

Set Objectives

- Enhance documentation skills through formal training.
- Lead a team project to further develop leadership abilities.
- Attend at least two technical workshops or conferences.

Evaluator's Overall Comments

Comments

John has demonstrated excellent performance throughout the period. Commitment and reliability are highly appreciated. With further growth in communication skills, John will be well-positioned for advanced roles.



Important Notes

- This document should be completed with honest and constructive feedback.
- All information shared here is confidential and intended for professional development.
- Ratings should be based on observable behavior and measurable results.
- Both employee and evaluator can discuss the assessment for clarity and agreement.
- Goals set here form the basis for next period's evaluation.