

# 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.

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## 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.