

Merit-Based Evaluation Form for Employee Performance

Employee Name: _____

Position: _____

Department: _____

Evaluation Period: _____

Evaluator Name: _____

Evaluation Criteria

1. Job Knowledge (20 points)

- Understands job responsibilities and tasks
- Keeps up with industry trends and developments
- Demonstrates expertise in relevant tools/technologies

Score: ____ / 20

Comments:

2. Quality of Work (20 points)

- Produces accurate and thorough work
- Meets or exceeds quality standards
- Shows attention to detail

Score: ____ / 20

Comments:

3. Productivity (20 points)

- Meets deadlines consistently
- Manages time effectively
- Prioritizes tasks efficiently

Score: ____ / 20

Comments:

4. Communication Skills (20 points)

- Clearly conveys information to team members
- Actively listens and responds appropriately
- Writes clearly and effectively

Score: ____ / 20

Comments:

5. Teamwork and Collaboration (20 points)

- Works well with others
- Contributes to team goals
- Supports and encourages colleagues

Score: ____ / 20

Comments:

Overall Score: ____ / 100

Additional Comments:
