**[Short Client Name]**

**Employee Evaluation Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee: |  | Date of Evaluation: |  | |
| Position: |  | Evaluation Performed By: | |  |
| * Employee meets or exceeds current requirements for the position * Employee requires improvement per the Personnel Improvement Plan below | | | | |
| Employee Strengths: | | | | |
| Personnel Improvement Plan: *(indicate any problems or areas requiring improvement, and develop a plan, to include training and subsequent re-evaluation, in order to improve performance.)* | | | | |
| Future Goals: | | | | |
| Status of Previous Goals: | | | | |
| Employee Concerns or Comments: | | | | |
| Wage/Salary or Benefit Modifications: | | | | |

Employee Signature Date Signed

Evaluator Signature Date Signed