

# Standardized Evaluation Form Template

Use this customizable template to ensure all managers follow consistent evaluation practices during performance reviews.

## Section 1: Employee Details

- Name:
- Role / Department:
- Manager:
- Review Period:

## Section 2: Core Competencies (Rate 1–5)

Competency	Rating	Comments
Communication Skills		
Collaboration & Teamwork		
Accountability		
Problem Solving		
Adaptability		
Initiative		

## Section 3: Goal Achievement

- List of goals from last review period
- Status (Achieved / Partially / Not Achieved)
- Manager Comments

## Section 4: Strengths & Wins

- What did the employee do particularly well?

## Section 5: Areas for Improvement

- Specific areas to focus on
- Suggested actions or support

## Section 6: Development Plan

- New skills to develop
- Training needs or stretch projects
- Support from manager/team

## Section 7: Final Summary & Rating

- Overall performance summary
- Final performance rating (1–5):
- Employee comments (optional):