

Employee		Date Hired
Job Title	Salary	Date Of Review

Interaction With Co-workers

Professional Attributes

Quality Of Work

Mutual Improvement Objectives

Additional Comments

Date Of Next Evaluation _____

Employee

Interviewer

Employee		Date Hired
Job Title	Salary	Date Of Review

Evaluation Of Performance	S/W*	Comments
Team Player		
Meets Deadlines		
Organizational Skills		
Communication Skills		
Leadership Ability		
Interaction With Co-workers		
Attendance		
Quality Of Work		

*S=Strength; W=Weakness

Employers' Comments

Goals

Date Of Next Evaluation _____

Employee

Interviewee