**PERFORMANCE EVALUATION**

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| **Employee:** | **Date Hired:** |
| **Job Title:** | **Salary:** | **Date Of Review: Next:** |
| **Evaluation of Performance** | **Strength/ Weakness** | **Comments** |
| Team Player |  |  |
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| Meets Deadlines |  |  |
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| Organisational Skills |  |  |
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| Communication Skills |  |  |
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| Leadership Ability |  |  |
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| Interaction With Co-workers |  |  |
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| Attendance |  |  |
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| Quality Of Work |  |  |
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| **Employers’ Comments** |
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| **Goals** |
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Signature of Interviewer Name