

Project-Based Employee Performance Assessment Form

This form is designed to evaluate employee performance upon the completion of a specific project. Please fill out all sections for printing and record-keeping.

1. General Information

Employee Name:	<input type="text"/>	Employee ID:	<input type="text"/>
Job Title:	<input type="text"/>	Department:	<input type="text"/>
Project Name:	<input type="text"/>	Project Role:	<input type="text"/>
Evaluator Name:	<input type="text"/>	Evaluation Date:	<input type="text"/>

2. Performance Evaluation

Rate the employee's performance for each criterion using a scale of 1 to 5 (1 = Unsatisfactory, 5 = Outstanding), and provide brief comments.

Evaluation Criteria	Rating (1-5)	Comments / Examples
Quality of Work Delivered high-quality outputs that met project requirements and standards.	<input type="text"/>	<input type="text"/>
Timeliness & Delivery Met project milestones and final deadlines consistently.	<input type="text"/>	<input type="text"/>
Problem Solving & Initiative Identified obstacles and proactively found effective solutions.	<input type="text"/>	<input type="text"/>
Collaboration & Communication Worked well with team members and communicated progress clearly.	<input type="text"/>	<input type="text"/>
Adaptability Adjusted effectively to project scope changes or unexpected challenges.	<input type="text"/>	<input type="text"/>

3. Overall Assessment Summary

Average Numerical Score:	<input type="text"/>
Key Strengths Demonstrated:	<input type="text"/>
Areas for Growth/Improvement:	<input type="text"/>
Overall Performance Remarks:	<input type="text"/>

4. Signatures and Approvals

By signing below, the parties acknowledge they have discussed this project performance assessment.

Evaluator Signature:	<input type="text"/>	Date:	<input type="text"/>
Employee Signature:	<input type="text"/>	Date:	<input type="text"/>