



LOYOLA  
UNIVERSITY  
CHICAGO

## Employee Evaluation Form

|  |                          |                           |
|--|--------------------------|---------------------------|
| <b>Employee Name</b>   | <b>Position Title</b>    | <b>Department</b>         |
| <b>Evaluator Name</b>  | <b>Evaluation Period</b> | <b>Date of Evaluation</b> |
| <b>Reason for Evaluation</b><br>Tick one (✓)<br>Quarterly _____ Annual _____ Developmental _____ Other (Specify) _____ |                          |                           |

I. **Job Responsibilities:** *(List major responsibilities, primary duties or important functions of this employee.)*

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II. **Accomplishments:** *(List down jobs that were performed efficiently and any notable achievements of the employee)*

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III. **Area for Improvement:** *(List job duties that can be performed more efficiently and effectively to meet organization's requirements)*

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IV. **Support required to perform job effectively:** *(List resources required from supervisor and organization to help the employee perform the duties effectively.)*

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**Overall Performance Rating** *(The overall performance rating represents a composite of your opinion, judgment and impressions of this person's performance.)*

*Tick one (✓) that best describes the employee job performance*

Exceeded Expectations \_\_\_\_\_

Met Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**Other Notes:** *(Other notes or comments by evaluator as required)*

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