

EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Sarah Reynolds

Job Title: Office Manager

Department: Administrative Services

Supervisor: [Your Name Here]

Evaluation Period: [Start Date] – [End Date]

Date of Evaluation: [Today's Date]

Overall Performance Score: 95/100

Performance Level: Exceeds Expectations

1. Job Knowledge – 97/100

Comments:

Sarah has a deep and thorough understanding of all office procedures, systems, and tools. She proactively identifies areas for improvement and offers well-thought-out solutions. She stays current with best practices and shares new knowledge with the team.

2. Quality of Work – 96/100

Comments:

Her work is consistently accurate, thorough, and timely. She often identifies process efficiencies that improve productivity without compromising quality. Her attention to detail is exceptional.

3. Communication Skills – 94/100

Comments:

Sarah communicates clearly and professionally with team members, leadership, and external vendors. She is responsive, tactful, and ensures all parties are informed in a timely manner.

4. Initiative – 98/100

Comments:

Sarah routinely takes initiative without being asked. She anticipates office needs and implements improvements. She also volunteers for additional responsibilities and special projects.

5. Dependability – 95/100**Comments:**

She consistently meets or exceeds deadlines, is punctual, and can be relied on to follow through with tasks. She works independently with minimal supervision and demonstrates excellent judgment.

6. Teamwork – 93/100**Comments:**

Sarah maintains positive working relationships with colleagues and serves as a mentor to junior administrative staff. She collaborates well across departments and is always willing to lend a hand.

7. Problem Solving – 96/100**Comments:**

She approaches problems with a calm and solution-focused mindset. Sarah evaluates options thoroughly and implements effective solutions quickly. She is a key contributor during crisis or high-pressure situations.

8. Leadership & Management – 94/100**Comments:**

Sarah leads by example, delegates effectively, and motivates her team to achieve shared goals. She provides regular feedback and is highly respected by her direct reports.

9. Attendance & Punctuality – 100/100

Comments:

Sarah maintains perfect attendance and is always on time. She manages her time and workload efficiently and ensures coverage when she's away.

10. Professionalism – 96/100**Comments:**

She consistently demonstrates a high level of integrity, discretion, and professionalism in all aspects of her role. She represents the company well in all interactions.

Summary Statement:

Sarah Reynolds is a top-tier Office Manager who consistently exceeds expectations across all key performance categories. Her initiative, reliability, and leadership set a high standard for the entire department. She has made significant contributions to streamlining office operations, improving morale, and enhancing team productivity. Sarah is well-positioned for continued success and potential advancement within the organization.

Development Goals:

- Continue mentoring junior administrative staff
 - Identify and implement one new software/tool to improve office efficiency
 - Attend a leadership or project management seminar this year
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Final Score: 95/100**Performance Level:** Exceeds Expectations**Recommended Action:** Merit increase and leadership development opportunity

Employee Signature: _____ **Date:** _____**Supervisor Signature:** _____ **Date:** _____

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