

MONTHLY ASSISTANT PERFORMANCE EVALUATION FORM

Monthly Performance Appraisal Form	
Assistant Information	
Name	
Employee ID	
Department	
Supervisor	
Date of Appraisal	
Performance Evaluation	
1. Attendance & Punctuality	
2. Job Knowledge	
3. Quality of Work	
4. Communication skills	
5. Teamwork	
6. Problem-solving & Decision-making	
7. Initiative & Proactiveness	
8. Adaptability	
9. Time Management	
10. Goal Achievement	
11. Customer Service	
12. Overall Rating	
Rating Scale	
Outstanding	Exceeds expectations and consistently demonstrates high levels of performance.
Very Good	Consistently meets or exceeds expectations and shows strong performance.
Satisfactory	Meets expectations with occasional areas for improvement.
Needs Improvement	Partially meets expectations and improvement is required.
Unsatisfactory	Fails to meet expectations and significant improvement is required.
Comments & Feedback	
Comments from the supervisor regarding the assistant's performance during the evaluation period:	
Employee Signature	Supervisor Signature
Date	Date

Office Assistant Evaluation Performance Guide

Wenbin Ji

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