

# MONTHLY ASSISTANT PERFORMANCE EVALUATION FORM

Monthly Performance Appraisal Form			
<b>Assistant Information</b>			
Name			
Employee ID			
Department			
Supervisor			
Date of Appraisal			
<b>Performance Evaluation</b>			
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			
<b>Rating Scale</b>			
Outstanding		Exceeds expectations and consistently demonstrates exceptional performance	
Very Good		Consistently meets or exceeds expectations	
Satisfactory		Meets expectations with occasional areas for improvement	
Needs Improvement		Does not fully meet expectations and requires improvement	
Unsatisfactory		Falls significantly below expectations and requires significant improvement	
<b>Comments &amp; Feedback</b>			
Comments from the supervisor regarding the assistant's performance during the month:			
<b>Employee Signature</b>		<b>Supervisor Signature</b>	
Date		Date	

# Office Assistant Evaluation Performance Guide

**Judd E. Hollander**



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