

Sample Employee Evaluation Comments

Performance

Results

E G F P M

Works well within a team and exhibits many strengths					
Maintains good time keeping in a diverse setting					
Conducts oneself in a appropriate and professional manner					
Performs to high standards of accuracy and productivity					
Takes pride and strives for improvement on all projects					
Does not require constant supervision					
Is able to work alone and in a team					
Completes all required paperwork in a timely manner					
Always at work and on time					
Does not skip work without prior notice					
Does not take unscheduled holidays					
Always cordial and shows willing to help co-workers					
Is able to think independently and creatively					
Adapts to new systems and processes with ease					
Asks the right questions at the right time					
Demonstrates oral and written communication skills					
Offers constructive ideas for problem solving					
Conducts research and is always prepared for upcoming tasks					
E = Excellent F = Fair P = Poor M = Meager					