



# TEAM MEMBER PERFORMANCE EVALUATION

TEAM MEMBER NAME:

EVALUATION PERIOD:

COMPANY:

DATE:

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How satisfied are you with the speed of task completion by the Team Member?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How satisfied are you with the quality of tasks performed by the Team Member?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How satisfied are you with the ease at which this Team Member does their job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How satisfied are you with the overall performance of your Team Member?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has your Team Member taken on additional responsibilities and/or increased workload in the past quarter?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Attendance</b>	<b>% of Completion</b>	<b>Order Volume</b>	<b>Error Rate</b>
95% or higher	Daily tasks and responsibilities	Orders Processed / Total Volume	If tracking, 1 – 2% or lower

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**Highlights:**

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**Strengths:**

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**Areas for Improvements:**

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**Goals:**

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