

Employee Performance Observation Checklist

Employee Name

Department

Position/Title

Observation Date

Observer Name

Performance Criteria

Criteria	Observed	Comments
Quality of Work	<input type="checkbox"/>	<div></div>
Productivity	<input type="checkbox"/>	<div></div>
Attendance & Punctuality	<input type="checkbox"/>	<div></div>
Teamwork	<input type="checkbox"/>	<div></div>
Communication Skills	<input type="checkbox"/>	<div></div>
Problem Solving	<input type="checkbox"/>	<div></div>
Adaptability	<input type="checkbox"/>	<div></div>

Strengths Observed

Areas for Improvement

Additional Observations

Observer Signature

Date