



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

[Click here to purchase Contract Pack](#)

<<Company>>

Employee Performance Evaluation

<<CurrentDate>>

Employee:	<<ContractFirstName>> <<ContractLastName>>
Title:	<<ContractJobTitle>>
Department:	<<Department>>
Supervisor:	<<Supervisor>>
Evaluation Period	<<StartDate>> to <<EndDate>>

Instructions:

Circle the number that best represents the rating in each of the categories listed below, with 1 being the lowest performance in a given category and 10 being the highest. At the end of each category, you may further explain your rating in the space reserved for comments.

Category: Knowledge and Skills Pertaining to Job

Employee regularly demonstrates the knowledge and skills needed to meet the requirements of his/her position with the Company. Employee understands the expectations that the job requires and maintains the current knowledge and skills necessary to perform the job effectively.

(Lowest) 1 2 3 4 5 6 7 8 9 10
(Highest)

Comments or Remarks:

Category: Customer Relations and Services

Employee anticipates, listens, and responds to customer inquiries and questions; anticipates and identifies customer needs, and takes responsibility for prescribing solutions or enlisting Company resources to aid customer. Reacts to all customer questions and concerns with a positive and congenial attitude and approaches problem-solving in a manner that both educates as well as solves the customer's problem or concern. Employee interacts and communicates with customers in a way that reflects positively on the Company and its intended mission.

<<Address1>> <<Address2>> <<City>>, <<State>> <<PostalCode>>
Phone <<WorkPhone>>

(Lowest) 1 2 3 4 5 6 7 8 9 10
(Highest)

Comments or Remarks:

Category: Motivation and Enthusiasm

Employee is motivated and enthusiastic about his/her job and role with the Company. Employee approaches all tasks and communication with customers, employees, and vendors in a positive manner. Employee engages in behavior that helps the Company and its stated mission.

(Lowest) 1 2 3 4 5 6 7 8 9 10
(Highest)

Comments or Remarks:

Category: Communication and Interpersonal Skills

Employee communicates ideas, thoughts, and information in a suitable and effective manner. Employee writes and speaks adequately and participates in meetings in a productive and engaging manner.

(Lowest) 1 2 3 4 5 6 8 9 10
(Highest)

Comments or Remarks:

DEMO CONTRACT

This demo contract has been truncated. The complete 3 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-performance-evaluation-form.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

<<Address1>> <<Address2>> <<City>>, <<State>> <<PostalCode>>
Phone <<WorkPhone>>

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

