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employee evaluations are performance reviews that employees use to give feedback to employees or managers in an organization these reviews examine an employee s work ethic and productivity and provide firm goals for professional development it is important to offer insightful and constructive feedback in the evaluation to ensure your team members remain motivated and continue to develop valuable skills in this article we explain what an employee evaluation is how to write an effective employee evaluation and provide examples an employee evaluation is a challenging but essential practice that can help employers and their employees align on shared goals review past challenges celebrate accomplishments and set forth a game plan for future improvements a well written evaluation can provide valuable

insights into an employee s performance helping them improve and grow in their role in this article we will walk you through a step by step process on how to write an effective employee evaluation complete with examples to guide you along the way at its core an employee evaluation is a structured and systematic process that examines an employee s performance skills achievements and potential within an organization step 1 have employees evaluate themselves a key part of all employee evaluations is knowing what employees think of their efforts at your organization to help with that here are seven questions to give employees a few weeks before the sit down discussion so they have time to contemplate their answers

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