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Employee evaluations can be quite stressful between the employee and manager. Use a high-quality feedback form to make the evaluation process run smoother. Feedback Form, a premium document from Envato Elements to use for employee evaluations Do you still dread your evaluation process and document? It's time to fix this. Focus more on the evaluation approach by creating a simple employee review form. You don't have to start creating this document from scratch. There are loads of premium and free MS Word forms for you to pick from. This article explores top premium Microsoft Word templates from Envato Elements and the best MS Word templates from GraphicRiver. We'll also check out 20 free employee evaluation form templates in Word found online. Find the Best Premium Printable Employee Evaluation Form on Envato Elements for 2022 (Unlimited Use) Are you looking for modern and well-designed forms? Explore Envato Elements' MS Word templates to start working smart. As a subscribed member, you're able to download as many creative files (including printable employee evaluation forms) as you want. Envato Elements is an all-you-can-download premium digital library. Get access to millions of creative assets with a low monthly fee. Explore Word Templates Now Use premium forms from Envato Elements to help you save time and create modern documents Unlock access to premium creative files like: web, graphic, print, and presentation templates, royalty-free music, audio, video, and photo files, 3D objects, fonts, and so much more. Are you looking to test out premium before signing up to Envato Elements? Have a look at GraphicRiver's selection of premium MS Word templates (including employee performance evaluation forms). Thanks to their pay-per-download model, you're able to download any file one at a time. 5 Best Premium Simple Employee Evaluation Form Template in Word for 2022 (Envato Elements & GraphicRiver) Explore and download any file from Envato's collection of top MS Word templates. A premium template will help you create an impressive employee review form effortlessly. Here are five templates to get you started: 1. Feedback Form - MS Word Template Form This is a general one-page feedback form. It comes with an Adobe InDesign and Microsoft Word document file. Customize its content to make it suitable for an employee review and feedback form. 2. Training Evaluation Form in MS Word This one-page training evaluation form is customizable. Illustrator, Photoshop, MS Word, PPT, Sketch, and Figma files are included. Edit this form in any software you're comfortable using. 3. Customer Questionnaire in MS Word The design of this template is minimalistic. Edit the content of this template (on Adobe InDesign or Microsoft Word). Turn it into an employee review form within minutes. This template comes with a file guide, and it's handy if you're new to working with templates. 4. Simple Employee Evaluation Form Template This is a professionally designed formal document template. It comes with a header and footer section. This allows you to include necessary details of the company, employee, and manager. Blue and orange are used to break up the units within this one-pager. 5. HR Interview Evaluation Form Template HR Interview Evaluation Form Template comes as an Adobe InDesign file. Convert it to an MS Word document and edit the content according to your needs. Change the global color swatch to change the color scheme. 20 Top Free MS Word Employee Evaluation Template Examples to Download (2022) There are loads of benefits to using premium digital assets for your creative projects. There's nothing like testing it out yourself to get first-hand experience. Here's where Envato's monthly premium premium assets. This includes photos, videos, graphics, fonts, templates, and more. Be sure to create a free account to download Envato Elements' monthly freebies. Envato Market offers seven premium freebies monthly. Use an existing Envato Market account to download these monthly files. We've given you a head start with the free employee evaluation templates below: 1. Free Employee Evaluation Form Template for Word This basic template comes with sections for employee goals, accomplishments, and career planning. 2. Employee Performance Evaluation Form Free Download This free form comes with a table. The table provides a simple overview of employees' work performance, skills, and more. 3. Horizontal - Free Employee Evaluation Template This one-page horizontal form comes with a table. There's no design element to this template. 4. Self-Evaluation - Simple Employee Evaluation Form Template This form works for managers who don't want a two-way discussion. An employee can rate their work habits and behaviors with this document. 5. 1 to 5 - Downloadable Free Employee Evaluation Forms Printable This is a three-page performance review form. Managers can grade employees on a scale of one to five for different categories. 6. #1 - Annual Self-Evaluation Form - Manager This form is broken into two sections—the evaluation area and notes. The content isn't ready for use and needs some fixing. 7. Employee Performance Evaluation Form Free Download This form template is broken into employee information, ratings, and verification of review. There's space in the header for the company name and logo. 8. Self-Evaluation Form - Mid-Year Review (Non-Manager) This is a two-page document. It's got eight sections and a lot of bullet points for reference. 9. Annual Free Employee Evaluation Template Form (Manager) This seven-page document is very specific. Some sections may need some amendments. 10. Six-Month Simple Employee Evaluation Form Template - New Employee (Leader) Do you want to review the performance of new staff after six months of joining the company? This document may give you some ideas. 11. Appraisal - Downloadable Free Employee Evaluation Forms Printable The immediate supervisor or line manager completes this form. The ratings are divided into four stages. These stages are: exceeds standards below standards achieves standards P & M. 12. Performance Review - Downloadable Free Employee Evaluation Forms Printable This form has space for rating an employee and room for a short explanation below each section. 13. Employee Performance Evaluation Form Free Download This template has a lot of text. It could use a table to get it looking neater. 14. Six - Sample Free Employee Evaluation Template This file has six pages. It's an extensive staff evaluation document for inspiration. 15. Performance Review - Employee Performance Evaluation Form Free Download This form comes with a table of 15 performance evaluation sections and four ratings. It also has a column for comments. 16. Employee Review - Downloadable Free Employee Evaluation Forms Printable This is a six-page document. It's got no design elements, but enough space in each section for comments. 17. Strict Free Staff Evaluation Form This form allows managers to pick between two choices while evaluating a staff. Those choices are meets expectations or doesn't meet expectations. 18. 6 Month Employee Review Template This simple two-page document comes with questions to guide managers. 19. Free Employee Evaluation Form Template Word This is a one-page form for direct superiors to evaluate their employees. It's simple and gets the job done. 20. Free Staff Performance Review Form This document can be filled out together by the manager and staff after a discussion. It's divided into six sections that have room for text with no rating system. Now that you've got your employee evaluation template, it's time to customize it. You'll need to add in your particular evaluation information. To customize your template, follow along with the tutorial below. In our example, we'll be using the premium template, Performance Review. Performance Review is a premium employee evaluation form from Envato Elements. Performance Review is a two page custom document that uses free fonts. This form works well for all types of employee evaluations. Let's get started: Before you begin editing your document, you need to know how you're going to score the employee evaluation. The most common type of scoring is on a scale from 1 to 10. But you can also use the "very poor" to "excellent" scoring method as well. We're going to use the "very poor" to "excellent" scoring method. This is reflected in our template. 2. Decide What's Being Evaluated Next, it's time to change what categories are going to be evaluated. Your template will likely have default categories for evaluating. But every job has their own categories that need to be evaluated. To edit these categories, double click the text and type in the category that fits your evaluation. 3. Edit Your Company's Contact Information It's now time to change your company's contact information. Your template will have a placeholder on top of the page for you to edit. Simply double click it and add in your company's contact information. 4. Change the Color Scheme Chances are the template won't have your company's colors on it. You'll want to change the highlight colors to match your company's colors. The rectangles behind the main headers are where we can add our company's highlight colors. To change the color, we'll double click the rectangle shape. A menu pops up on the top of Word where we can select the Shape Fill option and choose our desired highlight color. 5. Include Any Additional Fields The premium employee evaluation templates from Envato Elements are complete templates. But there may be some fields missing for your particular employee evaluation form. You can add in new fields to your form and stay consistent with the design. To do this, copy a previous field into your next section. Simply right click the field you want to copy and choose the Copy option. Then right click and choose Paste. From there, double click the text to edit it. Let's look at a few quick tips on how you can make employee evaluation documents. 5 Quick Tips to Make Great Employee Evaluation Documents in Word for 2022 If you're still doing staff evaluations the wrong way, it's time for a change. Here are five simple ways to change up your review process and form: 1. Focus on Growth and Expectations Put on your mentorship cap. Help employees set SMART goals. Then, map out an action plan on how they can meet their goals. Without SMART goals the expectations of both parties may be unaligned. Goals & Planner Bundle, 24 time saving premium templates on Envato Elements Specific. Be specific about what you want to focus on. Measurable. Use metrics targets. Achievable. The goal needs to be challenging but within reach. Relevant. Pick goals that benefit the company and the employee. Timely. Set a target date or deadline. 2. Quarterly Check-Ins Besides an annual or bi-annual review, have quarterly check-ins to stay on track. The main focus of these check-ins is to give feedback, guide further, and ensure they can follow the action plan. If there's a problem, there will be ample time to fix it. 3. Document Everything Action Plan is a premium template from Envato Elements. Download suitable best Microsoft Word templates like employee evaluation and action plan forms. These documents help you keep a good record of every discussion. Don't be afraid to suggest new documentations or changes to HR. 4. Keep It Minimalistic Training Evaluation Form, a premium minimalistic document from Envato Elements A six-page document with lengthy instructions and general sections doesn't always work. Focus on the outcome and how to help your employees better. A simple customized one-pager may be more beneficial as this task wouldn't feel like a burden anymore. 5. Customize Your Approach and Document If you've got a small team, take the time to customize your approach for each person. Everyone is different, and we can't expect a single form to work well for everyone. Get feedback from each staff on how they want their evaluation process to be done. This may help you get a better idea of how to move forward. Discover More Top Microsoft Word Template Designs Explore other management-related MS Word templates while you're here. There are many premium and free options out there for you to pick from. Here are three collections to get you started: Employee evaluations can be difficult for both parties. Having a simple and straightforward employee evaluation form will help. Here are a few common employee evaluation form questions and answers to them. 1. What Should I Include on the Form? The form needs to have basic information about both parties. This includes employee name, department, employee ID, position held, reviewer name, and reviewer title. 2. How Should I Score the Actual Rating? It is best to have an easy to understand rating system in place. A simple 1 through 10 rating system will work well here. You can also do a scale from "unsatisfactory" to "excellent." 3. Do I Need to Create Multiple Forms? Yes! You need to customize the form for each position. Not every job has the same responsibilities and goals. This needs to be reflected in the form. 4. How Should I Format the Employee Evaluation Form? There are two main formats that you can use: the scorecard format the narrative format. The scorecard is simply a rating card. The narrative form contains open ended questions. 5. Do I Need to Be Objective in the Form? Absolutely. The employee evaluation form can be used as evidence in court. This can raise legal issues if you aren't objective. Let's look at more Word Documents that you can download. Learn More About Making Great Word Documents in 2022 Do you want to improve your MS Word skills? Do go through our Beginner's Tutorial Guide to Microsoft Word. This is a growing compilation of bite-sized how-to tutorials. Use it as an MS Word reference when you need it. Here are three sample bite-sized MS Word tutorials: Get a Premium Printable Employee Evaluation Form in Word Today! You can find free employee evaluation form templates in Word online. These free MS Word templates can look outdated though. This is not the best option for you if you're looking for an impressive form to represent you and your company. Work smart with a professional pre-built MS Word employee evaluation form from Envato Elements. Get access to millions of premium digital assets, including top Microsoft Word templates, for a low monthly fee. By using only premium files, you'll effortlessly take all your marketing and internal projects to the next level. Are you new to premium, and would you like to try it out first? Explore Envato Market's best Microsoft Word templates and download a single template one by one. This is possible thanks to their pay-per-download model. Find your premium printable employee evaluation form template in MS Word from Envato Elements or GraphicRiver today! Subscribe and download one now! Editorial Note: This post has been updated with contributions from Daniel Strongin. Daniel is a freelance instructor for Envato Tuts+.







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