Klarstig

Procurement Community Organizations Employee Performance Evaluation

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Evaluate the relevant performance or experience against stated criteria. Record examples to explain each judgment and identify useful next steps.

Contact and reference

Organization using this document
Maple Street Community Center

Your name or contact reference *
Alex Rivera

Email for a reply if needed
alex.rivera@example.com

Information for this document

Person service or activity evaluated *
Operations

Evaluation period *
November 14, 2026

Criteria used for this evaluation *
(Free-text answer - not filled in for this example)

Quality against the stated criteria *
Below expectations

Evidence and specific examples *
Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

Strengths to maintain
(Free-text answer - not filled in for this example)

Improvements and support needed *
Check-in was quick and the staff were friendly. Clearer signs to the parking area would help.

Follow up date
November 14, 2026

Specific details

Role objectives and review period

Complete when relevant to this request.

November 14, 2026

Examples of results collaboration and agreed development actions

Attendance rose from 42 to 57 people; two sign-in sheets were incomplete and have been re-checked.

Operating context

Community program or neighborhood

Complete when relevant to this request.

A 12-week after-school reading club for 30 students, led by trained volunteers at the community center.

Participation access communication and volunteer arrangements

(Free-text answer - not filled in for this example)

Team specific details

Sourcing request supplier or purchasing owner

Complete when relevant to this request.

Operations

Specifications alternatives approval limits and delivery requirements

(Free-text answer - not filled in for this example)

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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