

LANDSCAPING

Employee Evaluation Template

WHAT AN EMPLOYEE EVALUATION IS USED FOR:

Employee evaluations are a tool for landscaping business owners and HR managers to assess performance, set goals, and foster a productive work environment. This template simplifies the evaluation process by providing a structured format to ensure consistency, fairness, and actionable insights.



EVERY EMPLOYEE EVALUATION SHOULD INCLUDE:

PERFORMANCE METRICS:

Assessment of the employee's job-specific skills, quality of work, and attention to detail

ATTENDANCE AND PUNCTUALITY:

Review of the employee's reliability and adherence to schedules

SKILL ASSESSMENTS AND GOAL-SETTING:

Analysis of technical expertise, problem-solving abilities, and team collaboration, paired with measurable goals

DOWNLOAD THE TEMPLATE:

This template is designed to save time and bring consistency to your employee reviews. Use it to evaluate seasonal and long-term employees, identify growth opportunities, and boost morale and retention in your landscaping business.

EMPLOYEE INFORMATION

Employee name:	
Job title:	[i.e.: Lawn Care Crew Leader, Lawn Care Sr. Tech, Landscape Foreman, etc.]
Evaluation period:	[Start Date] to [End Date]
Reviewer name:	
Date of review:	

PERFORMANCE METRICS

Rate the following areas on a scale of 1-5:

(1 = Needs Improvement, 5 = Exceeds Expectations)

Job Knowledge & Skills

1	2	3	4	5
Notes:	[Optional comments on job-specific skills and growth opportunities.]			

Attention to Detail

1	2	3	4	5
Notes:	[Examples of thoroughness, identifying issues, and taking corrective actions.]			

Quality of Work

1	2	3	4	5
Notes:	[Optional comments on performance consistency and outcomes.]			

ATTENDANCE AND PUNCTUALITY

Rate on a scale of 1-5:

(1 = Needs Improvement, 5 = Exceeds Expectations)

1	2	3	4	5
Notes:	[Optional notes about reliability, late arrivals, or attendance trends.]			

SKILL ASSESSMENTS

Rate on a scale of 1-5:

(1 = Needs Improvement, 5 = Exceeds Expectations)

Technical Skills

Equipment operation and maintenance (i.e. mowers, trimmers, irrigation systems, etc.)	1	2	3	4	5
Safety compliance (i.e. proper use of PPE)	1	2	3	4	5
Certifications (i.e. DOT certification)	1	2	3	4	5
Specialized skills (i.e. chemical application)	1	2	3	4	5
Task proficiency (lawn care, pruning, irrigation, etc.)	1	2	3	4	5
Notes:	[Provide specific examples of technical strengths or areas for improvement]				

Problem-Solving Skills

Identifying and resolving job-site issues (e.g., diagnosing lawn damage or irrigation leaks)	1	2	3	4	5
Adaptability to unforeseen circumstances (e.g., weather changes, equipment failure)	1	2	3	4	5
Creativity in finding cost-effective solutions (e.g., reusing materials or optimizing workflow)	1	2	3	4	5
Notes:	[Provide specific examples of problem-solving skills or areas for improvement]				

Team Collaboration

Rate on a scale of 1-5:

(1 = Needs Improvement, 5 = Exceeds Expectations)

Communication and willingness to share knowledge (e.g., training junior team members)	1	2	3	4	5
Ability to follow team processes and contribute to group goals	1	2	3	4	5
Maintaining a positive and respectful attitude toward team members and clients	1	2	3	4	5
Notes:	[Provide specific examples of problem-solving skills or areas for improvement]				

GOAL SETTING AND FEEDBACK

Previous Goals Assessment

[List previous goals and rate progress or achievement.]

•	1	2	3	4	5
•	1	2	3	4	5
•	1	2	3	4	5
•	1	2	3	4	5
•	1	2	3	4	5
•	1	2	3	4	5

New Goals:

[Define 2-3 measurable goals for the next evaluation period.]

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Employee Feedback:

[Solicit employee input on their experience, challenges, or future aspirations.]

OVERALL RATING

[Add all section scores and divide by total number of ratings.]

Overall Performance Score:

[Average Score]