# **PERFORMANCE REVIEW TEMPLATE**

(For [Company Name])

Employee Information

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Period: From \_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_

Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Job Knowledge and Skills

Demonstrates understanding of job duties.

Keeps skills and knowledge up-to-date.

Applies knowledge effectively to work tasks.

Rating: ☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement

Comments:

2. Quality of Work

Accuracy and thoroughness of work.

Consistency in meeting standards.

Attention to detail.

Rating: ☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement

Comments:

3. Productivity and Efficiency

Completes tasks on time.

Manages workload effectively.

Prioritizes tasks appropriately.

Rating: ☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement

Comments:

4. Communication Skills

Effectively communicates with team and supervisors.

Listens and responds appropriately.

Shares information clearly.

Rating: ☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement

Comments:

5. Teamwork and Collaboration

Works well with colleagues.

Willing to assist others.

Demonstrates respect and professionalism.

Rating: ☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement

Comments:

6. Dependability and Attendance

Reliable and punctual.

Completes assigned responsibilities.

Requires minimal supervision.

Rating: ☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement

Comments:

7. Goals for Next Review Period

Overall Performance Rating

☐ Excellent

☐ Good

☐ Satisfactory

☐ Needs Improvement

Signatures

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Manager/HR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_