

EMPLOYEE PERFORMANCE REVIEW

Employee Name: _____ Department: _____

Date of Review: _____ Date of Last Review: _____

Reviewer: _____ Reviewer's Title: _____

SCALE | 5 - Excellent 4 - Good 3 - Fair 2 - Needs Improvement 1 - Poor

PERFORMANCE EVALUATION	# ON SCALE	COMMENTS
Job Knowledge		
Productivity		
Work Quality		
Technical Skills		
Work Consistency		
Enthusiasm		
Cooperation		
Attitude		
Initiative		
Work Relations		
Creativity		
Punctuality		
Attendance		
Dependability		
Communication Skills		
OVERALL RATING		

OPPORTUNITIES FOR DEVELOPMENT OR IMPROVEMENT

REVIEWER'S COMMENTS

EMPLOYEE SELF REVIEW

Employee Name: _____ Department: _____

Date of Review: _____ Date of Last Review: _____

SCALE | 5 - Excellent 4 - Good 3 - Fair 2 - Needs Improvement 1 - Poor

PERFORMANCE EVALUATION	# ON SCALE	COMMENTS
Job Knowledge		
Productivity		
Work Quality		
Technical Skills		
Work Consistency		
Enthusiasm		
Cooperation		
Attitude		
Initiative		
Work Relations		
Creativity		
Punctuality		
Attendance		
Dependability		
Communication Skills		
OVERALL RATING		

HOW DO YOU THINK YOU COULD IMPROVE?

WHAT IMPROVEMENTS OR CHANGES WOULD YOU LIKE TO SEE IN YOUR DEPARTMENT, IF ANY?

ARE THERE ANY IMPROVEMENTS YOU WOULD LIKE TO SEE WITHIN THE COMPANY, IF ANY?
