

# WORKPLACE PERFORMANCE REVIEW

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

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

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

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

**1:** Unacceptable **2:** Needs Improvement **3:** Meets Expectations **4:** Exceeds Expectations **5:** Exceptional

| <b>PERFORMANCE CATEGORY</b> | <b>CRITERIA &amp; KEY INDICATORS</b>                                  | <b>SCORE (1-5)</b> |
|-----------------------------|---|--------------------|
| <b>Job Knowledge</b>        | Understanding of duties, technical skills, and industry requirements. |                    |
| <b>Quality of Work</b>      | Accuracy, thoroughness, and consistency of output.                    |                    |
| <b>Productivity</b>         | Volume of work completed within deadlines and efficient use of time.  |                    |
| <b>Communication</b>        | Effectiveness in verbal/written exchange and active listening.        |                    |
| <b>Reliability</b>          | Attendance, punctuality, and follow-through on commitments.           |                    |

**PERFORMANCE  
CATEGORY**

**CRITERIA & KEY INDICATORS**

**SCORE  
(1-5)**

**Teamwork**

Collaboration with peers and contribution to positive morale.

**Initiative**

Problem-solving ability and proactive approach to new tasks.

**TOTAL CALCULATED SCORE:**

Manager Comments & Development Goals:

Supervisor Signature

Employee Signature