

# PERFORMANCE REVIEW SCORING

Form Ref: HR-2024

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

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

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

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

<b>CORE COMPETENCY</b>	<b>PERFORMANCE INDICATORS / COMMENTS</b>	<b>SCORE (1-5)</b>
<b>Quality of Work</b>	Accuracy, thoroughness, and reliability of output.	
<b>Productivity</b>	Volume of work, meeting deadlines, and efficiency.	
<b>Communication</b>	Clarity in verbal/written exchange and active listening.	
<b>Teamwork</b>	Collaboration, support of peers, and cultural fit.	
<b>Problem Solving</b>	Initiative, analytical thinking, and decision making.	

**Final Weighted Average:**

- 1:** Unsatisfactory
- 2:** Needs Improvement
- 3:** Meets Expectations
- 4:** Exceeds Expectations

**5: Outstanding**

Reviewer Notes:

Manager Signature

Employee Signature