

EMPLOYEE PERFORMANCE REVIEW

Review Period: 2024

EMPLOYEE NAME

DEPARTMENT

REVIEWER NAME

DATE OF REVIEW

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

Performance Category & Criteria	Weight	Rating (1-5)	Total
Job Knowledge & Technical Skills Understanding of duties, tools, and industry standards.	25%		
Quality of Work Accuracy, thoroughness, and reliability of output.	25%		
Communication & Collaboration Effectiveness in team settings and clarity of information sharing.	20%		
Efficiency & Time Management Ability to meet deadlines and prioritize tasks effectively.	15%		
Initiative & Problem Solving Proactive approach to challenges and new opportunities.	15%		

Performance Category & Criteria

Weight

**Rating
(1-5)**

Total

Final Weighted Score

KEY ACHIEVEMENTS & STRENGTHS

AREAS FOR DEVELOPMENT & FUTURE GOALS

EMPLOYEE SIGNATURE

MANAGER SIGNATURE