

BEHAVIORAL REVIEW

FY 2024 / Q3

EMPLOYEE NAME
REVIEWER / MANAGER
DEPARTMENT
REVIEW DATE

Performance Category	Key Indicators & Behaviors	Score
Professionalism	Maintains composure under pressure; adheres to dress code; represents the company culture positively.	
Reliability	Punctuality; meets deadlines without reminders; consistency in output quality and attendance.	
Collaboration	Actively contributes to team goals; handles conflict constructively; supports colleagues.	
Communication	Clarity in verbal and written tasks; active listening; provides timely and effective feedback.	
Adaptability	Receptive to change; learns new skills quickly; maintains a positive attitude during transitions.	
Problem Solving	Identifies issues early; proposes viable solutions; demonstrates critical thinking.	

Total Weighted Score:

1: Improvement Required 2: Developing 3: Proficient 4: Exceeds Standards 5: Exceptional

EMPLOYEE SIGNATURE

MANAGER SIGNATURE