

PERFORMANCE REVIEW SCORING

Review Period: Q4 2023

Employee Name: _____

Department: _____

Reviewer: _____

Date: _____

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

PERFORMANCE CATEGORY	OBSERVATIONS & COMMENTS	SCORE (1-5)
Job Knowledge & Skill		
Quality of Work		
Communication		
Reliability / Attendance		
Initiative & Problem Solving		

**PERFORMANCE
CATEGORY**

OBSERVATIONS & COMMENTS

**SCORE
(1-5)**

**Teamwork &
Collaboration**

FINAL AVERAGE SCORE / 5.0

Development Goals for Next Period:

Manager Signature

Employee Signature