

EMPLOYEE PRODUCTIVITY REVIEW

Performance Scoring Matrix

CONFIDENTIAL

Employee Name: _____
Department: _____
Reviewer Name: _____
Review Date: _____

PERFORMANCE CATEGORY	SCORING (1-5)	WEIGHT
Quality of Work Accuracy, thoroughness, and effectiveness of tasks.		25%
Efficiency & Timeliness Ability to meet deadlines and manage volume.		25%
Technical Knowledge Proficiency in required tools and methodologies.		20%
Problem Solving Initiative in addressing obstacles and improvements.		15%
Communication Clarity in reporting and team collaboration.		15%

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

Manager's Qualitative Summary:

Reviewer Signature
Employee Signature