

# STAFF PERFORMANCE ASSESSMENT

REVIEW PERIOD: Q1 2024  
EMPLOYEE NAME  
DEPARTMENT  
REVIEWER NAME  
DATE OF REVIEW

1: Poor 2: Fair 3: Satisfactory 4: Commendable 5: Exceptional

PERFORMANCE CATEGORY	KEY INDICATORS / OBSERVATIONS	SCORE
Quality of Work	Accuracy, thoroughness, and effectiveness of completed tasks.	
Productivity	Output volume, time management, and meeting deadlines.	
Professionalism	Attendance, adherence to policy, and workplace conduct.	
Communication	Clarity of expression, active listening, and collaboration.	
Problem Solving	Analytical thinking and initiative in resolving challenges.	
		<b>TOTAL SCORE (Sum / 5)</b>

MANAGER'S COMMENTS & DEVELOPMENT GOALS

Supervisor Signature  
Employee Signature