

PERFORMANCE REVIEW CHART

Review Period: Q4 2023

Employee: _____
Reviewer: _____
Department: _____
Date: _____

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

PERFORMANCE CATEGORY	CRITERIA & INDICATORS	SCORE (1-5)
Job Knowledge	Understanding of duties, technical skills, and industry standards.	
Quality of Work	Accuracy, thoroughness, and effectiveness of completed tasks.	
Productivity	Volume of work, meeting deadlines, and time management.	
Communication	Clarity in verbal/written interaction and active listening.	
Reliability	Attendance, punctuality, and follow-through on commitments.	
Teamwork	Collaboration, conflict resolution, and support of colleagues.	

**PERFORMANCE
CATEGORY**

CRITERIA & INDICATORS

**SCORE
(1-5)**

TOTAL AVERAGE SCORE:

Manager Comments:

Goals for Next Period:

Manager Signature:

Employee Signature: