

EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE NAME

DEPARTMENT

REVIEW PERIOD

REVIEWER

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

PERFORMANCE METRIC

EVALUATION NOTES

SCORE (1-5)

Quality of Work Accuracy, thoroughness, and effectiveness of output.

Communication Clarity in verbal/written interaction and active listening.

Reliability Attendance, punctuality, and meeting deadlines consistently.

Initiative Proactive problem solving and contribution of new ideas.

Collaboration Contribution to team goals and interpersonal dynamics.

OVERALL WEIGHTED AVERAGE

KEY ACHIEVEMENTS & GOALS FOR NEXT PERIOD

Manager Signature

Employee Signature