

QUARTERLY PERFORMANCE REVIEW

Employee:
Reviewer:
Quarter/Year:
Department:

1 - Unsatisfactory 2 - Below Expectations 3 - Meets Expectations 4 - Exceeds Expectations 5 - Outstanding

CORE COMPETENCY	SCORING CRITERIA	SCORE (1-5)
Job Knowledge	Understanding of duties, technical skills, and industry requirements.	
Quality of Work	Accuracy, thoroughness, and effectiveness of completed tasks.	
Productivity	Volume of work produced and ability to meet project deadlines.	
Communication	Clarity in written/verbal skills and effectiveness in team collaboration.	

CORE COMPETENCY

SCORING CRITERIA

**SCORE
(1-5)**

Reliability

Attendance, punctuality, and consistency in following instructions.

Initiative

Problem-solving ability and willingness to take on new responsibilities.

TOTAL AVERAGE SCORE:

Key Achievements & Strengths:

Areas for Development & Goals:

Manager Signature / Date

Employee Signature / Date