

PERFORMANCE REVIEW SCORING CHART

Employee Name: _____

Review Date: _____

Department: _____

Reviewer: _____

Performance Category	Rating (1-5)	Weight
Job Knowledge Understanding of duties and technical skills.		25%
Quality of Work Accuracy, thoroughness, and reliability.		25%
Communication Clarity in verbal and written interactions.		20%
Initiative Proactive problem solving and motivation.		15%
Reliability Attendance, punctuality, and deadlines.		15%

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

Additional Manager Comments:

Employee Signature: _____

Manager Signature: _____