

PERFORMANCE EVALUATION

Form Ref: PERF-2024

Employee Name: _____

Department: _____

Reviewer: _____

Review Period: _____

1 Unsatisfactory **2** Needs Improvement **3** Meets Expectations **4** Exceeds Expectations **5** Exceptional

PERFORMANCE CATEGORY & DESCRIPTION	SCORE (1-5)	COMMENTS
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Quality of Work Accuracy, thoroughness, and effectiveness of completed tasks.

Job Knowledge Technical skills and understanding of role requirements.

Reliability Attendance, punctuality, and ability to meet deadlines.

Communication Effectiveness in verbal/written exchange and collaboration.

Problem Solving Ability to identify issues and implement viable solutions.

Cumulative Average Score:

Reviewer Signature / Date

Employee Signature / Date