

EMPLOYEE PERFORMANCE REVIEW

| Employee Information | | |
|----------------------|------------------|--|
| Employee's Name | Employee's Title | |
| Date of Review | Period of Review | |
| Reviewer | Reviewer's Title | |

| Performance Evaluation | Excellent | Good | Average | Fair | Poor | Comments |
|------------------------|-----------|------|---------|------|------|----------|
| Job Knowledge | | | | | | |
| Productivity | | | | | | |
| Work Quality | | | | | | |
| Work Consistency | | | | | | |
| Work Relations | | | | | | |
| Attitude | | | | | | |
| Initiative | | | | | | |
| Punctuality | | | | | | |
| Dependability | | | | | | |
| Communication Skills | | | | | | |
| OVERALL RATING | | | | | | |

| Opportunities for Development | | |
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| Reviewer's Comments | | | |
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| Employee's Comments | | | |
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| By signing this form, you confirm that you have discus necessarily indicate that you agree with this performa | ssed this review ince evaluation. | in detail with your supervisor. Signing this form does not | |
| Employee Signature | Date | Reviewer's Signature | Date |