Company Name

[Text]

# Employee performance review form

## Employee information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name | Enter employee name | Employee ID | Enter employee id |
| Department | Enter department | Job Title | Enter manager |
| Review start date | Enter start date | Review end date | Enter end date |
| Reviewer information Reviewer name: | | | |
| Reviewer title: |  | Date of review: |  |
| Review method: | [In-person meeting] [written self-assessment] etc. | | |

## Performance criteria

|  |  |  |
| --- | --- | --- |
| Action item | Evaluation | Points [1-10] |
| Job knowledge and skills | Demonstrates a strong understanding of job duties and responsibilities.  Possesses the necessary skills and knowledge to perform tasks effectively. | Enter status |
| Quality of work | Consistently produces high-quality work. Pays attention to detail and maintains high standards. | Enter status |
| Productivity and efficiency | Completes tasks efficiently and meets deadlines.  Manages time effectively and sets priorities well. | Enter status |
| Communication | Effectively communicates with colleagues, superiors, and clients.  Listens attentively and provides clear and concise information. | Enter status |
| Teamwork and collaboration | Works well with team members and contributes to a positive work environment.  Collaborates effectively and shares knowledge and ideas. | Enter status |
| Problem-solving and initiative | Identifies and addresses challenges independently.  Takes initiative to improve processes and solve problems. | Enter status |
| Adaptability and flexibility | Adapts well to change and shows flexibility in job responsibilities.  Embraces new challenges and tasks with a positive attitude. |  |
| Overall rating 1. Outstanding 2. Exceeds expectations 3. Meets expectations 4. Needs improvement | | |

## Strengths:

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| --- |
| [List the employee's strengths and areas where they excel.] |
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## Areas of improvement:

|  |
| --- |
| [List specific areas where the employee can improve and grow.] |
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|  |

## Employee goals and development plan:

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| --- |
| [List the goals discussed during the review and the plan for the employee's professional development.] |
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## Employee comments:

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| --- |
| [The employee's self-assessment or comments about the review.] |
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## Reviewer comments:

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| --- |
| [Comments from the reviewer, including feedback, praise, and suggestions for improvement.] |
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|  |

## Signatures

|  |
| --- |
| Employee Signature and Date:  Reviewer Signature and Date: |