EMPLOYEE PERFORMANCE REVIEW

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| --- | --- | --- | --- |
| *Name:* |  | *Department:* |  |
| *Title:* |  | *Manager:* |  |
| *Date:* |  | *Review Period:* |  |
| *Bottom Line:* |  | *Next Review Date:* |  |

**General Job Performance Comments?**

*4 Excellent*

*3 Good*

*2 Fair*

*1 Poor*

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| --- | --- |
| Attitude | 4 3 2 1 |
| Communication | 4 3 2 1 |
| Creativity | 4 3 2 1 |
| Dependability | 4 3 2 1 |
| Documentation | 4 3 2 1 |
| Job knowledge | 4 3 2 1 |
| Judgement | 4 3 2 1 |
| Leadership | 4 3 2 1 |
| Problem solving | 4 3 2 1 |
| Professionalism | 4 3 2 1 |
| Teamwork | 4 3 2 1 |
|  |  |
| Quality of work | 4 3 2 1 |
| Quantity of work | 4 3 2 1 |

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**Key Strengths and Accomplishments**

**Goals for the Next Review Cycle**

**Specific Strategies for Success**

**Other topics / Other Concerns / Employee Response to Points Above**

**Date \_\_\_\_\_\_\_\_\_\_\_ Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**