

Employee Performance Review

Employee's Name	Employee's name	Date of Review	Choose a date
Job Title	Job Title	Reviewer	Reviewer's name
Department	The name of department	Final Score	Final Score

Performance Evaluation

Scoring Guide: 1 – Deficient, 2 – Below Standard, 3 – Meets Expectations, 4 – Above Standard, 5 – Outstanding, N/A – Not Applicable.

Category	Criteria	Score	Comment
Attitude	Customer Service Orientation	Rate	Comment
	Communication Skills	Rate	Comment
	Willingness to Learn	Rate	Comment
	Teamwork	Rate	Comment
Responsibility	Meeting Deadlines	Rate	Comment
	Openness to Feedback	Rate	Comment
	Punctuality	Rate	Comment
	Accountability	Rate	Comment
Competency	Creativity	Rate	Comment
	Productivity	Rate	Comment
	Ability to Work Independently	Rate	Comment
	Initiative	Rate	Comment
	Problem-Solving Skills	Rate	Comment

Summary & Feedback

Key Achievements Key Achievements	Areas for Improvement Areas for Improvement
Recommended Training or Support Recommended Training or Support	Goals for Next Period Goals for Next Period

Employee Self-Reflection

What feedback resonated most with you? Please insert your answer here	What would help you improve your performance? Please insert your answer here
--	---

Reviewer Signature		Date	Choose a date
Employee Signature		Date	Choose a date
HR Signature		Date	Choose a date