

Employee Performance Review

Employee's Name		Date of Review			
Job Title		Review Period	From _____ to _____		
Department		Reviewer			

Performance Category	Exceeds expectations	Meets expectations	Needs improvement	Unacceptable	Comment
Quality of Work Delivers accurate, thorough, and timely work. Consistently strives for excellence in outcomes.					
Attendance & Punctuality Demonstrates reliability by arriving on time and communicating absences in advance.					
Reliability & Accountability Consistently completes assigned tasks and takes responsibility.					
Judgment & Decision-Making Makes sound decisions and uses logic and reasoning to evaluate situations effectively.					
Team Collaboration Works well with others, values team input, and contributes to a supportive team culture.					
Communication Skills Communicates clearly and respectfully in both written and verbal formats. Listens actively.					
Adaptability Adjusts to changes in priorities, processes, or environment with a positive and flexible attitude.					
Initiative & Problem Solving Takes proactive steps to solve problems and suggests improvements without being prompted.					
Professionalism Demonstrates respect, integrity, and a positive attitude in all interactions.					
Overall Evaluation and Recommendations					