

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