Performance Review

Employee _____ **Job title** _____

Department _____ **Reviewer** _____

Review period _____ **Review date** _____

1. Competency ratings

Competency	Rating (1–5)	Comments and examples
Job knowledge and skills		
Quality of work		
Productivity and reliability		
Communication		
Teamwork and collaboration		
Problem-solving and initiative		
Customer focus		
Leadership (if applicable)		
Total score (out of 40)		

Average rating _____

1 = Unsatisfactory · 2 = Needs improvement · 3 = Meets expectations · 4 = Exceeds expectations · 5 = Outstanding

2. Goals from last period

Goal	Result	Comments

3. Key strengths

4. Areas for development

5. Goals for next period

Goal	Measure of success	Due date

6. Overall rating

☐ 1 Unsatisfactory ☐ 2 Needs improvement ☐ 3 Meets ☐ 4 Exceeds ☐ 5 Outstanding

7. Employee comments

Signatures confirm that this review was discussed, not necessarily that the employee agrees with it.

Employee

Name: Date:

Reviewer

Name: Date: