

HR

Performance Review

Employee Name:

Position:

Review Period:

Reviewer:

PERFORMANCE RATINGS

(1 = Needs Improvement, 2 = Meets Some, 3 = Meets All, 4 = Exceeds, 5 = Outstanding)

Job Knowledge

Quality of Work

Communication

Teamwork

Initiative

Attendance

OVERALL RATING

COMMENTS & GOALS

Employee Signature:

Manager Signature:
