**MONTHLY EMPLOYEE PERFORMANCE REVIEW**

**REVIEW DATE:**

**EMPLOYEE NAME:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REVIEW DATE

**REVIEW DATE:**

**EMPLOYEE ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **RATING** | **COMMENTS** |
| Productivity |  |  |
| Team Player |  |  |
| Meets Deadline |  |  |
| Organizational Skills |  |  |
| Interaction with colleagues |  |  |
| Attendance |  |  |
| Work Quality |  |  |
| Work Consistency |  |  |
| **EMPLOYEE GOALS** | | |
|  | | |
|  | | |
|  | | |
|  | | |
| **AREAS TO IMPROVE** | | |
|  | | |
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**SIGNATURE OF EMPLOYEE SIGNATURE OF REVIEWER**