**EMPLOYEE PERFORMANCE REVIEW**

**AREAS TO IMPROVE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE INFORMATION** | | | | | | | | |
| Employee Name: |  | | |  | Date: | | |  |
| Employee ID: |  | | |  | Reviewer Name: | | |  |
| Department: |  | | |  | Reviewer’s title: | | |  |
|  | | | | | | | | |
| **PERFORMANCE EVALUATION** | | **EXCELLENT** | **GOOD** | | | **POOR** | **FAIR** | **COMMENTS** |
| Job Knowledge | |  |  | | |  |  |  |
| Productivity | |  |  | | |  |  |  |
| Work Quality | |  |  | | |  |  |  |
| Technical Skills | |  |  | | |  |  |  |
| Work Consistency | |  |  | | |  |  |  |
| Enthusiasm | |  |  | | |  |  |  |
| Cooperation | |  |  | | |  |  |  |
| Attitude | |  |  | | |  |  |  |
| Initiative | |  |  | | |  |  |  |
| Work Relations | |  |  | | |  |  |  |
| Creativity | |  |  | | |  |  |  |
| Punctuality | |  |  | | |  |  |  |
| Attendance | |  |  | | |  |  |  |
| Dependability | |  |  | | |  |  |  |
| Communication Skills | |  |  | | |  |  |  |
| Overall Rating | |  |  | | |  |  |  |
| **GOALS** | | | | | | | | |
| **GOALS FOR THE NEXT REVIEW PERIOD** | | | | | | | | |
| **AREAS TO IMPROVE** | | | | | | | | |
| EMPLOYEE SIGN  **EMPLOYEE SIGN**  **REVIEWER SIGN**  **EMPLOY** | | | | | | | | |