**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** |