

Performance Review Template

Employee Information:

- Name: _____
- Job Title: _____
- Department: _____
- Review Period: _____
- Reviewer: _____

Performance Categories

1. Job Knowledge & Skills

- Demonstrates expertise in job functions.
- Keeps up-to-date with industry trends and technology.
- Effectively applies knowledge to tasks and challenges.

Rating (1-5): _____ Comments: _____

2. Work Quality & Productivity

- Produces high-quality work with attention to detail.
- Meets or exceeds productivity expectations.
- Manages workload efficiently.

Rating (1-5): _____ Comments: _____

3. Communication & Collaboration

- Communicates clearly and effectively.
- Works well with colleagues and teams.
- Listens actively and provides constructive feedback.

Rating (1-5): _____ Comments: _____

4. Problem-Solving & Initiative

- Identifies and resolves issues proactively.

- Suggests innovative solutions and improvements.
- Takes initiative without being prompted.

Rating (1-5): _____ Comments: _____

5. Dependability & Work Ethic

- Meets deadlines and commitments.
- Demonstrates accountability and reliability.
- Works with minimal supervision.

Rating (1-5): _____ Comments: _____

6. Leadership & Development (if applicable)

- Provides guidance and support to colleagues.
- Encourages professional growth in self and others.
- Effectively manages projects and/or teams.

Rating (1-5): _____ Comments: _____

Overall Performance Rating: _____

(Average Score of Above Ratings)

Strengths & Achievements:

Areas for Improvement & Development Plan:

Employee Feedback & Comments:

Final Comments & Action Plan:

Signatures:

Employee Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____