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PERFORMANCE REVIEW

EMPLOYEE	JOB TITLE	REVIEWER	REVIEW PERIOD

Ratings: 1 below expectations, 3 meets, 5 exceptional

Competency	Rating	Examples and comments
Job knowledge and skills		
Quality of work		
Productivity and results		
Communication		
Teamwork and collaboration		
Initiative and problem solving		
Reliability and attendance		
Customer focus		
Total		

Average rating (out of 5)	

MAIN STRENGTHS AND ACHIEVEMENTS THIS YEAR

AREAS TO DEVELOP, WITH SUPPORT OFFERED

GOALS FOR NEXT YEAR

Employee _____ Reviewer _____ Date _____