**COMPANY NAME**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Performance Review

**Employee information**

|  |  |
| --- | --- |
| Employee Name: |  |
| Employee ID: |  |
| Job Title: |  |
| Department: |  |
| Manager: |  |
| Review period:  |  | To: |

**Rating**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Poor** | **Fair** | **Satisfactory** | **Good** | **Excellent** |
| **Job knowledge** |[ ] [ ] [ ] [ ] [ ]
| Comment:  |
| **Work quality** |[ ] [ ] [ ] [ ] [ ]
| Comment: |
| **Attendance / punctuality** |[ ] [ ] [ ] [ ] [ ]
| Comment:  |
| **Initiative** |[ ] [ ] [ ] [ ] [ ]
| Comment:  |
| **Communication/ listening skill** |[ ] [ ] [ ] [ ] [ ]
| Comment:  |
| **Dependability** |[ ] [ ] [ ] [ ] [ ]
| Comment: |
| **Over all Rating:**  |

|  |  |
| --- | --- |
| **Evolution** |  |
| **Additional comment** |  |
| **Goal** (As agreed upon the employee and manager) |  |

**Verification of review**

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with these evolutions

|  |  |  |
| --- | --- | --- |
| **Employee signature** |  | **Date** |
| **Manager signature** |  | **Date** |