

PERFORMANCE REVIEW

Employee	
Employee	Department
Reviewer	Position
Last Review	Today's

5 – Outstanding: Level of performance in completing all tasks consistently exceeds the standards established.

4 – Exceeds Expectations: Often exceeds performance standards established.

3 – Meets Expectations: Meets standards established and fulfils duties.

2 – Needs Improvement: Does not always meet standards established.

1 – Unacceptable: Level of performance in completing tasks is consistently below standards established.

Attendance:					
Score:	1	2	3	4	5
Comments					

Quality of Work:					
Score:	1	2	3	4	5
Comments					

Communication:					
Score:	1	2	3	4	5
Comments					

Initiative:					
Score:	1	2	3	4	5
Comments					

Productivity:					
Score:	1	2	3	4	5
Comments					

Knowledge of Job:					
Score:	1	2	3	4	5
Comments					

Reliability:					
Score:	1	2	3	4	5
Comments					

Personal Development:					
Score:	1	2	3	4	5
Comments					

Total: _____ / 40

