

Employee Performance Review Form

Use this **employee performance review form sample** with ratings to effectively evaluate and document staff achievements and areas for improvement. The form provides clear rating scales that help streamline the review process and ensure consistent feedback. Customize it to fit your organization's specific performance criteria and goals.

Employee Information

Employee Name:

Position:

Review Period:

Performance Criteria	Rating (1 = Unsatisfactory, 5 = Excellent)					Comments
	1	2	3	4	5	
Job Knowledge & Skills						
Demonstrates required technical knowledge and skills for the position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Communication						
Effectively communicates with team members and clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Teamwork & Collaboration						
Demonstrates willingness to cooperate and work effectively with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Problem Solving						
Identifies issues and provides solutions promptly and effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Dependability						
Is reliable, meets deadlines, and maintains consistent performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Strengths and Areas for Improvement

Strengths:

Areas for Improvement:

Overall Comments & Signatures

Overall Comments:

Employee Signature:

Manager Signature:

Submit Review

