

Employee Performance Progress Report Template

This **employee performance progress report template** provides a structured format to track and evaluate individual achievements and areas for improvement. It facilitates clear communication between supervisors and employees, enhancing productivity and development. Utilizing this template ensures consistent performance assessments and goal setting.

Employee Name:

Position/Title:

Department:

Supervisor:

Review Period:

Performance Objectives & Assessment

Performance Area	Objectives/Goals	Assessment	Rating (1-5)
Quality of Work	<input type="text"/>	<input type="text"/>	<input type="text"/>
Productivity	<input type="text"/>	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>	<input type="text"/>

Key Strengths & Achievements:

Areas for Improvement:

Goals for Next Review Period:

Employee Comments (Optional):

Supervisor Comments:

Employee Signature:	Date:
<input type="text"/>	<input type="text"/>
Supervisor Signature:	Date:
<input type="text"/>	<input type="text"/>