

Performance Review Form

This **performance review form** sample is designed specifically for small businesses seeking a straightforward and effective way to evaluate employee performance. It focuses on key criteria to provide clear feedback and promote professional growth. Ideal for simplifying the review process while maintaining meaningful assessments.

Employee Name:

Position/Role:

Review Date:

Performance Criteria	Rating (1-5)	Comments
Quality of Work	<div></div>	<div></div>
Productivity	<div></div>	<div></div>
Communication Skills	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>
Reliability & Punctuality	<div></div>	<div></div>

Employee Strengths:

Areas for Improvement:

Goals for Next Review Period:

Reviewer Signature:

Employee Signature: