**Free Employee Performance Review Template Word**

###

**Employee Details:**

* **Employee Name:**
* **Job Title:**
* **Department:**
* **Review Period:**
* **Reviewer Name:**
* **Date of Review:**

### **Performance Evaluation**

The table below is structured to assess various aspects of the employee's performance. Please rate each section and provide comments to support your evaluation. This template is fillable in Microsoft Word; you can directly type your evaluations and comments into the table.

| **Evaluation Criteria** | **Rating** | **Comments** |
| --- | --- | --- |
| **Work Quality** | Excellent / Very Good / Satisfactory / Needs Improvement / Poor | Describe the quality of work, including accuracy, thoroughness, and attention to detail. |
| **Productivity** | Excellent / Very Good / Satisfactory / Needs Improvement / Poor | Assess the quantity of work produced in relation to time spent. |
| **Knowledge & Skills** | Excellent / Very Good / Satisfactory / Needs Improvement / Poor | Evaluate the employee's job knowledge and skills level. |
| **Communication** | Excellent / Very Good / Satisfactory / Needs Improvement / Poor | Evaluate the effectiveness of the employee's verbal and written communication. |
| **Teamwork** | Excellent / Very Good / Satisfactory / Needs Improvement / Poor | Assess the employee's ability to work cooperatively in a team setting. |
| **Initiative** | Excellent / Very Good / Satisfactory / Needs Improvement / Poor | Consider the employee's ability to work independently and suggest improvements. |
| **Problem-Solving** | Excellent / Very Good / Satisfactory / Needs Improvement / Poor | Evaluate the employee's effectiveness in identifying and solving problems. |
| **Dependability** | Excellent / Very Good / Satisfactory / Needs Improvement / Poor | Assess the reliability of the employee in completing tasks and meeting deadlines. |
| **Professionalism** | Excellent / Very Good / Satisfactory / Needs Improvement / Poor | Consider the employee's adherence to professional standards and conduct. |
| **Leadership (if applicable)** | Excellent / Very Good / Satisfactory / Needs Improvement / Poor | For those in leadership roles, assess their ability to lead and motivate others. |

### **Goals and Achievements**

* **Key Achievements This Period:** (Briefly describe the significant achievements of the employee during the review period.)
* **Goals for Next Period:** (List the goals that the employee should aim to achieve before the next review. Include both performance and developmental goals.)
* **Support Needed:** (Identify any training, resources, or support the employee needs to achieve these goals.)

### **Employee Feedback**

* **Comments on Review:** (Provide space for the employee to give their feedback on the review process, their performance, and their goals.)

### **Reviewer and Employee Signatures**

* **Reviewer Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_
* **Employee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_

Signatures confirm that both the reviewer and the employee have discussed the contents of this review.