
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.