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# Employee Performance Review

## Employee Details:

- Name: \_\_\_\_\_
- Role: \_\_\_\_\_
- Evaluation Period: \_\_\_\_\_
- Evaluator: \_\_\_\_\_

## Assessment Areas:

- **Communication:**
  - Exceeds Expectations
  - Meets Expectations
  - Below Expectations
  - Specific Feedback: \_\_\_\_\_
- **Adaptability:**
  - Exceeds Expectations
  - Meets Expectations
  - Below Expectations
  - Specific Feedback: \_\_\_\_\_

## Future Objectives:

- Short-term Goals: \_\_\_\_\_
- Long-term Goals: \_\_\_\_\_

## Employee Reflection:

- Self-assessment: \_\_\_\_\_

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**Confirmation:**

- **Employee's Signature:** \_\_\_\_\_
- **Manager's Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_