

Performance Review Template

Employee Information:

- Name: _____
- Position: _____
- Department: _____
- Review Period: _____
- Reviewer: _____

Performance Evaluation:

- **Quality of Work:**
 - Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Comments: _____
- **Productivity:**
 - Excellent
 - Good
 - Satisfactory
 - Needs Improvement
 - Comments: _____

Goals for Next Review Period:

1. _____
2. _____

Employee Comments:

- Feedback: _____

Signature:

- Employee: _____
- Reviewer: _____
- Date: _____