

Free Employee Performance Review Template Word

Employee Name: _____

Position: _____

Department: _____

Reviewer Name: _____

Date: _____

Performance Metrics

1. Job Knowledge:

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

2. Work Quality:

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

3. Attendance and Punctuality:

- Outstanding
- Exceeds Expectations
- Meets Expectations

- Needs Improvement
- Unsatisfactory

Behavioral Attributes

4. Communication Skills:

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

5. Teamwork and Collaboration:

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

Goals and Achievements

6. What goals did the employee achieve this period?

7. What areas need improvement or additional training?

Additional Comments

8. Any other comments or suggestions?

Employee Signature: _____

Reviewer Signature: _____