**Employee Evaluation Performance Review Form**

**Purpose:** This form evaluates an employee’s performance and provides feedback to enhance their professional growth.

**Employee Details**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Key Performance Indicators (KPIs)**

**Evaluate the employee’s performance based on the following criteria:**

| **Criteria** | **Rating (1–5)** | **Supervisor Comments** |
| --- | --- | --- |
| **Timeliness** |  |  |
| **Professional Conduct** |  |  |
| **Achievement of Goals** |  |  |
| **Adaptability** |  |  |
| **Leadership** |  |  |

**Employee Feedback (Optional)  
Employee’s Comments on Performance:**

**Signatures**

* **Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**
* **Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**