

# Employee Performance Review Form

## Employee Information

- Name: \_\_\_\_\_
- Employee ID: \_\_\_\_\_
- Department: \_\_\_\_\_
- Job Title: \_\_\_\_\_
- Review Period: From \_\_\_\_\_ To \_\_\_\_\_

## Reviewer Details

- Reviewer's Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Date of Review: \_\_\_\_\_

## Performance Criteria

(Use the scale: 1 - Poor, 2 - Needs Improvement, 3 - Satisfactory, 4 - Good, 5 - Excellent)

Criteria	Rating (1-5)	Comments	Action Plan
Job Knowledge & Skills			
Work Quality & Accuracy			
Productivity & Efficiency			
Communication Skills			
Team Collaboration			
Problem-Solving			

<b>Adaptability &amp; Initiative</b>			
<b>Leadership Abilities</b>			

### Goals & Development Plan

- **Goals Achieved:** \_\_\_\_\_
- **Areas for Improvement:** \_\_\_\_\_
- **Training or Support Required:** \_\_\_\_\_

### Final Remarks

- **Reviewer Comments:** \_\_\_\_\_
- **Employee Feedback:** \_\_\_\_\_
- **Final Rating:** \_\_\_\_\_

### Signatures

- **Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_