**Performance Review Form Template Word**

**Employee Details**

* **Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Categories**

| **Review Area** | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement** | **Comments** |
| --- | --- | --- | --- | --- |
| **Work Quality** | **☐** | **☐** | **☐** |  |
| **Dependability** | **☐** | **☐** | **☐** |  |
| **Communication** | **☐** | **☐** | **☐** |  |
| **Problem-Solving** | **☐** | **☐** | **☐** |  |
| **Teamwork** | **☐** | **☐** | **☐** |  |
| **Leadership** | **☐** | **☐** | **☐** |  |
| **Punctuality** | **☐** | **☐** | **☐** |  |
| **Initiative** | **☐** | **☐** | **☐** |  |

**Employee Strengths**

**Areas for Development**

**Next Steps & Performance Goals**

**Acknowledgment & Approval**

* **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**
* **Reviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**