

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Problem-Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employee Strengths

Areas for Development

Next Steps & Performance Goals

Acknowledgment & Approval

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