

PERFORMANCE REVIEW

EMPLOYEE

Employee name	
Job title	
Manager	
Review period	
Review date	
Overall rating	

RATINGS

Quality of work	
Productivity	
Communication	
Reliability	
Teamwork	
Customer service	
Initiative	

DEVELOPMENT

Key strengths	
Areas for improvement	
Development actions	
Goals	
Employee comments	

SIGNATURES

Employee / Date	
Manager / Date	