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Annual Employee Performance Review

Employee Information

Employee Name: _____
Job Title: _____
Department: _____

Direct Manager: _____
Review Period: _____
Date: _____

Rating Scale

- 1 | Unsatisfactory
- 2 | Needs Development
- 3 | Meets Expectations
- 4 | Exceeds Expectations
- 5 | Outstanding

Employee Performance Rating

Review Area	Rating (1,2,3,4,5)	Notes
Job Knowledge: The employee demonstration of job relevant knowledge and essential skills for his/her job.		
Productivity: The employee output compared to the expectations of his/her specific position.		
Growth: The employee progression over the previous year.		



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DD/MM/YYYY

Employee Performance Review Template

Communication: The employee's ability to communicate well with other employees, management, subordinates, and clients.		
Attitude: The extent to which the employee demonstrates a positive attitude at work.		
Attendance/Punctuality: Arrival to work on time and meeting deadlines.		
Initiative: The extent to which the employee is self-directed and creative in performing job duties.		
Leadership: The extent to which the employee demonstrates leadership skills in his/her department and in the company.		
Overall Rating <i>(Average the rating of the numbers above)</i>		



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Next Year Goals & Objectives

Upcoming year objectives as agreed upon by the employee and the direct manager:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Verification of Review

By signing this form, you confirm that you have discussed this performance review in detail with your direct manager:

Employee Signature

Direct Manager Signature

HR Manager Signature

Date: