

Simple Performance Review

Employee Info

Employee Name:

Employee ID:

Position Held:

Department:

Performance Review Info

Reviewer:

Review Period

Last Review Date:

Present Review Date:

Quality of work

Quality	Unsatisfactory	Satisfactory	Excellent
Works to Potential			
Work Consistency			
Communication			
Independent Work			
Takes Initiative			
Group Work			
Productivity			
Attendance			

Comments & Approval

Employee Signature

Reviewer signature