

Employee Performance Review

Employee Name

Date

Position

Department

Part 1: Circle the number that best represents employee's performance for each item.

1. Quality/accuracy of work

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

2. Quantity of work

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

3. Dependability

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

4. Attendance/Punctuality

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

5. Professional communication skills with co-workers/supervisors

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

6. Customer-focused communication skills

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

7. Ability to work as a member of a team; teamwork

1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding