

# SIMPLE PERFORMANCE REVIEW

EMPLOYEE INFO				
EMPLOYEE NAME			DEPARTMENT	
EMPLOYEE ID			REVIEWER NAME	
POSITION HELD			REVIEWER TITLE	
LAST REVIEW DATE			TODAY'S DATE	
CHARACTERISTICS				
QUALITY	UNSATISFACTORY	SATISFACTORY	GOOD	EXCELLENT
Works to Full Potential				
Quality of Work				
Work Consistency				
Communication				
Independent Work				
Takes Initiative				
Group Work				
Productivity				
Creativity				
Honesty				
Integrity				
Coworker Relations				
Client Relations				
Technical Skills				
Dependability				
Punctuality				
Attendance				
GOALS				
ACHIEVED GOALS SET IN PREVIOUS REVIEW?				
GOALS FOR NEXT REVIEW PERIOD				
COMMENTS AND APPROVAL				
COMMENTS				
EMPLOYEE SIGNATURE			REVIEWER SIGNATURE	