

Employee Performance Review				
Employee Identifying Information				
Employee Name		Employee Department		
Employee ID		Reviewer Name		
Employee Position		Reviewer Position		
Date		Date of Previous Review		
Employee Competency Ratings				
Competency	Unsatisfactory	Satisfactory	Good	Excellent
Work Ethic				
Problem Solving				
Teamwork				
Critical Thinking				
Integrity				
Communication				
Collaboration				
Initiative				
Innovation				
Results Orientation				
Self Confidence				
Flexibility				
Employee Performance Ratings				
Question	Strongly Disagree	Disagree	Agree	Strongly Agree
The employee achieves the objectives of the job.				
The employee meets criteria for performance.				
The employee fulfills all the requirements of the job.				
The employee demonstrates expertise in all job-related tasks.				
The employee can manage more responsibility than currently assigned.				
The employee meets deadlines.				
The employee helps others.				
The employee volunteers to do things not required by the job.				
Goals				
Did the employee achieve goals from the previous review?				
New employee goals for next review period				
Comments and Approval				
Comments				
Employee Signature		Reviewer Signature		