

Performance Evaluation Form

Employee review with 1-5 rating scale

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Employee & review details

Employee name

Job title / department

Reviewer name

Review period

Performance ratings (1 = poor, 5 = excellent)

Criteria	1	2	3	4	5
Quality of work					
Productivity					
Communication					
Teamwork					
Reliability					
Initiative					

Key strengths

Areas for improvement

Goals for next period

Overall & signatures

Overall rating (1-5)

Date of review

Employee signature

Reviewer signature

Fillable PDF for annual and quarterly employee performance reviews.