

EMPLOYEE PERFORMANCE REVIEW

Employee information			
Employee Name		Period of Review	
Department		Reviewers title	
Reviewer		Last review date	
Date			

Employee performance	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Employee achieves the objectives of the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee meets the criteria for performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee fulfills all the requirements of the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Job behavior	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Employee helps other employees with their work when they have been absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee helps others when their work load increases (assists others until they get over the hurdles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee volunteers to do things not formally required by the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employee potential	Maximized	Growth with function	Promotable in the long term	Promotable in the short term
How would you qualify the employee's potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Points of improvement	Areas of excellence
<ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • • •

Comments and Approval			
Comments			
Employee Signature		Reviewer Signature	