

## EMPLOYEE PERFORMANCE REVIEW

<b>EMPLOYEE NAME</b>		<b>TODAY'S DATE</b>	
<b>POSITION TITLE</b>		<b>DEPARTMENT</b>	
<b>SUPERVISOR</b>		<b>NEXT REVIEW DATE</b>	
CHARACTERISTICS			
QUALITY	UNSATISFACTORY	SATISFACTORY	GOOD
ATTENDANCE / PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COOPERATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COWORKER RELATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTOMER RELATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPENDABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GROUP WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTEGRITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDEPENDENT WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LISTENING SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTIVITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAKES INITIATIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TECHNICAL SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GOALS			
PERFORMANCE / GOALS ACHIEVED			
AREAS TO IMPROVE			
FUTURE GOALS AND EXPECTATIONS			
COMMENTS AND APPROVAL			
COMMENTS			
By signing this performance review you confirm that your supervisor has discussed this review in detail with you. Signing this performance review does not necessarily indicate that you agree with this evaluation.			
<b>EMPLOYEE SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR SIGNATURE</b>		<b>DATE</b>	