



Performance review

Employee evaluation template

Employee information



Employee name:	
Employee department:	
Job title:	
Review period:	

Evaluation criteria

Please rate the employee's performance on the following criteria using the scale provided where 1=needs improvement 2=meets expectations 3=exceeds expectations.



Criteria	1	2	3
Job knowledge			
Communication			
Teamwork			
Time management			
Initiative			
Professionalism			

Key questions

Please provide your feedback on the following questions:

What are the employee's strengths?	
What areas does the employee need improvement in?	
How can the employee improve in these areas?	
Is the employee meeting the expectations of their job role?	
Are there any additional responsibilities or training opportunities that would benefit the employee and the organization?	

Performance KPIs

Please provide any metrics or data that should be considered during the performance review:

	Review period	Previous period
Sales figures		
Project completion rates		
Customer feedback		
Attendance records		
Other		

Action plan

Please outline any actionable steps the employee and employer should take to improve performance and achieve goals:

What?	How? (Actionable steps)	By when?
Employee goals:		
Employer support:		
Follow-up review:		