**Employee Information:**

Name:

Job Title:

Department:

Review Period:

**Performance Goals:**

1.
2.
3.

**Key Responsibilities:** Please rate the employee's performance on the following responsibilities.

Responsibility Rating (1-5)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

**Overall Performance Rating:** Please provide an overall rating of the employee's performance for the review period.

\_\_\_ **Outstanding:** consistently exceeds expectations

\_\_**\_ Exceeds Expectations:** frequently exceeds expectations

\_\_\_ **Meets Expectations:** consistently meets expectations

\_**\_\_ Needs Improvement:** does not consistently meet expectations

\_\_\_ **Unsatisfactory:** consistently fails to meet expectations

**Comments:** Regarding the employee's performance, kindly mention any positives and areas that could use development**.**

**Employee Comments:**

Employee's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager Comments:**

Manager's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_