**Employee Information:**

Name:

Job Title:

Department:

Review Period:

**Performance Goals:**



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

Responsibility Rating (1-5)



**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_