**Company Name Performance Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Date of Meeting:** |  |
| **Job Title:** |  | **Date to be reviewed:** |  |
| **Location/Department:** |  |  |  |

|  |
| --- |
| **Employee and Manager are both to complete the below table prior to the meeting. Employee is then to provide their completed form to the manager, prior to the meeting.**  **During the meeting, both employee and manager will share each of their completed forms and complete the goals part of the form together. If necessary, a review date will then be set.** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ratings:**  **1 - Not Acceptable, 2 - Need Improvement, 3 - Average, 4 - Good, 5 - Excellent** | | | | | | | |
| **Performance factors/Ratings** | **1** | **2** | **3** | **4** | **5** | **Comments** | **Action** |
| **Quality of work**  Measures the thoroughness and accuracy |  |  |  |  |  |  |  |
| **Quantity of work**  Measures the volume of work under normal conditions |  |  |  |  |  |  |  |
| **Knowledge of Job**  Has a clear understanding of the expectation of this role |  |  |  |  |  |  |  |
| **Initiative/Innovation**  (Comfort zone)  How well the employee carries out duties: developing new ideas, overcoming obstacles, seeking more responsibilities |  |  |  |  |  |  |  |
| **Creativity**  Measure the level of creativity the team member brings to the team |  |  |  |  |  |  |  |
| **Judgement**  Challenge the norm  Measure the ability to make sound and intelligent decisions |  |  |  |  |  |  |  |
| **Attitude** Respect/teamwork  Measures the employee’s willingness to cooperate with a team |  |  |  |  |  |  |  |
| **Communication**  Demonstrated ability to communicate with others, both internal and external |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Managers Signature:** | **Employees Signature:** |

|  |
| --- |
| **Goals** |

**Previous Goals (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** | **Individuals Goals** | **Date to be achieved by:** | **Progress?** |
| Goal 1 |  |  |  |
| Goal 2 |  |  |  |
| Goal 3 |  |  |  |
| Goal 4 |  |  |  |

**Goals to be Completed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** | **Individuals Goals** | **Date to be achieved by:** | **Progress?** |
| Goal 1 |  |  |  |
| Goal 2 |  |  |  |
| Goal 3 |  |  |  |
| Goal 4 |  |  |  |

|  |  |
| --- | --- |
| **Managers Signature:** | **Employees Signature:** |