

Employee Performance Review

Employee Name:

Year:

Job Title:

Date of Hire:

Supervisor:

Review Period to

- 30 Day Review
- 90 Day Review
- Annual Review

General Factors

Outstanding Exceeds Expectations Meets Expectations Improvement Needed

Quality

Productivity/ Independence/ Reliability

Job Knowledge

Cooperation/ Teamwork

Attendance



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Initiative



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Behaviour/ Attitude



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Leadership



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Overall Performance



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Areas of Improvement

Accomplishments

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Recommendations

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Employee's Comments

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Reviewed on:

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**Manager/Supervisor
Signature**

Date

Employee Signature

Date