

PERFORMANCE REVIEW

Employee Evaluation Form

Employee Name:	<i>[Name]</i>	Job Title:	<i>[Title]</i>
Reviewer (Manager):	<i>[Manager Name]</i>	Review Period:	<i>[Q1 2026 / Annual]</i>

1. Performance Ratings

Rating Scale: 1 = Unsatisfactory | 2 = Needs Improvement | 3 = Meets Expectations | 4 = Exceeds Expectations | 5 = Outstanding

Evaluation Category	Rating (1-5) & Comments
Job Knowledge & Quality of Work: Understands duties, delivers accurate and professional output.	Score: <i>[]</i> <i>[Notes...]</i>
Communication & Teamwork: Collaborates effectively, shares information transparently.	Score: <i>[]</i> <i>[Notes...]</i>
Initiative & Problem Solving: Proactive, resolves issues independently.	Score: <i>[]</i> <i>[Notes...]</i>

2. Overall Feedback & Goals

Key Achievements:

[Summarize main wins...]

Areas for Improvement & Next Period Goals:

[Set actionable goals...]

3. Acknowledgement

Manager Signature

Employee Signature

Date: _____

Date: _____

*Employee signature indicates the review was discussed, not necessarily agreement with all statements.

Template generated on the document automation and risk assessment platform:
brieflygo.com