

Brief performance review template

Employee name		Reviewer name	
Employee ID		Reviewer ID	
Position in the company		Position in the company	
Department		Department	
Performance standards (expressed by rating system)			
Qualities	Unsatisfactory	Satisfactory	Excellent
Quality of work			
Autonomous work			
Shows initiative			
Productivity			
Creativity			
Integrity			
Technical skills			
Punctuality			
Attendance			
Teamwork			
Total			
Individual goals			
		Example 1	Example 2
Accomplishments			
Weaknesses			
Additional comments			
Employee signature		Reviewer signature	
Last review date		Today's date	