

Personnel Performance Review Form

Employee Information

Name

Employee ID

Department

Position

Review Period

e.g., Jan 2024 - Jun 2024

Date of Review

Performance Criteria

Criteria	Rating	Comments
Quality of Work	<div></div>	<div></div>
Productivity	<div></div>	<div></div>
Communication	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>
Attendance & Punctuality	<div></div>	<div></div>

Strengths

Areas for Improvement

Goals and Objectives

List goals for the next review period:

Employee Comments

Signatures

Reviewer Name

Reviewer Signature

Employee Signature