

# Quarterly Performance Evaluation Report

## Employee Information

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Performance Assessment

Key Areas	Objectives	Performance Indicators	Rating (1-5)	Comments
Quality of Work	_____	_____	___	_____
Productivity	_____	_____	___	_____
Teamwork	_____	_____	___	_____
Communication	_____	_____	___	_____
Initiative	_____	_____	___	_____

## Strengths

## Areas for Improvement

## Action Plan / Development Goals

## Additional Comments

\_\_\_\_\_  
Employee Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature  
Date: \_\_\_\_\_