

Staff Performance Review Sheet

Employee Name:

Position/Title:

Department:

Supervisor:

Review Period:

Date of Review:

Performance Assessment

Criteria	Rating (1-5)	Comments
Quality of Work	<div></div>	<div></div>
Productivity	<div></div>	<div></div>
Communication	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>
Initiative	<div></div>	<div></div>

Strengths

Areas for Improvement

Goals for Next Period

Employee Comments:

Supervisor Signature:

Employee Signature: