

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	<input type="text"/>	<input type="text"/>
Productivity	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>

Strengths

Areas for Improvement

Goals for Next Period

Employee Comments:

Supervisor Signature:

Employee Signature: