Employee Performance Review

Employee Information

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| **Employee Name:** |  | **Department:** |  |
| **Review Period:** |  | **Date of Review:** |  |

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| **Comments on Performance/Goals Achieved** | **Areas/Examples of Excellence** | **Areas for Improvement** | **Goals for Next Review Period** |
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Comments and Review

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| --- | --- |
| **Employee’s Comments** | **Reviewer’s Comments** |
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**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Reviewer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_