Employee name:  
Department:  
Employee ID:  
Position held:

Reviewer name:  
Reviewer title:  
Last review date:

**Characteristics: (Enter excellent, good, satisfactory or unsatisfactory for each)**

* Attendance:
* Dependability:
* Technical skills:
* Punctuality:
* Client relations:
* Coworker relations:
* Integrity:
* Honesty:
* Creativity:
* Productivity:
* Group work:
* Take initiative:
* Independent work:
* Communication:
* Work consistency:
* Quality of work:
* Works to full potential:

**Goals**

* Achieved goals set during last performance review?
* Goals for the next performance review period:

**Comments and approval:**  
Employee signature:  
Reviewer signature: