## Performance Report

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| --- | --- | --- | --- |
| Employee: | | | Date Hired: |
| Job Title: | | | Date of Review: |
| **Evaluation of Performance** | | **S/W\*** | **Comments** | |
| Team Player | |  |  | |
|  | |  |  | |
| Meets Deadlines | |  |  | |
|  | |  |  | |
| Organizational Skills | |  |  | |
|  | |  |  | |
| Communication Skills | |  |  | |
|  | |  |  | |
| Leadership Ability | |  |  | |
|  | |  |  | |
| Interaction With Co-Workers | |  |  | |
|  | |  |  | |
| Attendance | |  |  | |
|  | |  |  | |
| Quality of Work | |  |  | |
|  | |  |  | |

**\**S=Strength; W=Weakness***

**Employers’ Comments**

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**Goals**

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Date of Next Evaluation:

Signature:

Manager: