**Employee Performance Review**

**Employee Name:**

**Job Title:**

**Department/Team:**

**Review Period:**

**Reviewer:**

**Date of review:**

| **JOB KNOWLEDGE AND SKILLS** |
| --- |
|  | Excellent | Good | Fair | Poor | Comments |
| Demonstrates a strong understanding of job responsibilities and tasks |  |  |  |  |  |
| Demonstrates strong knowledge in operating tools and equipment |  |  |  |  |  |
| Complies with safety regulations |  |  |  |  |  |
| Adapts quickly to new tasks, procedures, and equipment |  |  |  |  |  |
| **QUALITY OF WORK** |
|  | Excellent | Good | Fair | Poor | Comments |
| Produces high-quality work with minimal error or defect |  |  |  |  |  |
| Maintains equipment |  |  |  |  |  |
| Completes tasks to required standards |  |  |  |  |  |
| **PRODUCTIVITY AND EFFICIENCY** |
|  | Excellent | Good | Fair | Poor | Comments |
| Finishes tasks and duties on time |  |  |  |  |  |
| Prioritizes tasks and balances workload efficiently |  |  |  |  |  |
| Looks for ways to improve workflows |  |  |  |  |  |
| Works at a pace that matches or exceeds expectations |  |  |  |  |  |
| **COMMUNICATION SKILLS** |
|  | Excellent | Good | Fair | Poor | Comments |
| Communicates clearly with teammates, both verbally and in writing |  |  |  |  |  |
| Listens and seeks to understand others’ perspectives |  |  |  |  |  |
| Actively participates in discussions  |  |  |  |  |  |
| Responds to calls and messages in a timely manner during shifts |  |  |  |  |  |
| **PROBLEM-SOLVING SKILLS** |
|  | Excellent | Good | Fair | Poor | Comments |
| Addresses issues and improve processes with minimal supervision |  |  |  |  |  |
| Identifies problems and proposes solutions |  |  |  |  |  |
| Demonstrates resourcefulness when faced with challenges |  |  |  |  |  |
| Proactively finds way to improve performance |  |  |  |  |  |
| **TEAMWORK AND COLLABORATION** |
|  | Excellent | Good | Fair | Poor | Comments |
| Works well with others |  |  |  |  |  |
| Supports team projects and helps colleagues who need support |  |  |  |  |  |
| Promotes a positive work environment |  |  |  |  |  |
| Collaborates across different teams  |  |  |  |  |  |
| **ATTENDANCE** |
|  | Excellent | Good | Fair | Poor | Comments |
| Clocks in on time and ready to begin work at the start of the shift |  |  |  |  |  |
| Consistently maintains good time and attendance  |  |  |  |  |  |
| Notifies managers in a timely manner in case of unforeseen absences or lates |  |  |  |  |  |

| **EMPLOYEE FEEDBACK** |
| --- |
| Are there areas where you feel confident? How about areas you would like to improve?  |
| Please share your feedback about the role, your workload, or tools you use.  |
| Do you need additional training and support? If so, please specify which areas. |
| Do you have any concerns about workflows and team dynamics?  |
| Additional comments: |

| **OVERALL RATING** |
| --- |
| **Overall rating:**  |
| **Additional comments:** |

**Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**