

PRIVATE AND CONFIDENTIAL

Employee name:				
Position:				
Date of employment:				
Review date:			Date of last review:	
Reviewer name:				
Performance characteristics	Unsatisfactory	Satisfactory	Good	Excellent
Quality of work				
Technical skills				
Leadership				
Communication				
Ability to work as a part of a team				
Compliance with company policy				
Client relations				
Dependability				
Punctuality				
Training undertaken during review period				
Involvement in special projects				
Progress made toward achieving goals in last performance review				
Goal	Action Taken	Comments		
Goals for current review period				
Review of major skills required to fulfil role				
Description of function	Unsatisfactory	Satisfactory	Good	Excellent
Comments on employee performance				
Acknowledgement of performance review				
Reviewer's signature:				
Employee's signature:				