

Employee Information

| | |
|--------------------------------|-----------------------|
| Name: | Date: / / |
| Title: | Review Period: |
| Manager: Name Goes Here | Department: |

| 4 | 3 | 2 | 1 |
|---|---|---|---|
| Outstanding | Good | Acceptable | Unacceptable |
| I have been more than impressed by your performance in this category. | Your performance in this category is more than expected. Keep up the good work. | You're meeting expectations. Let's figure out how we can improve even more. | I haven't seen enough from you in this category. Refer to the Performance Improvement Plan. |

| Category | 1 | 2 | 3 | 4 | Comments |
|---------------|---|---|---|---|----------|
| Attitude | | | | | |
| Communication | | | | | |
| Growth | | | | | |
| Dependability | | | | | |
| Productivity | | | | | |
| Initiative | | | | | |
| Innovation | | | | | |

| | |
|-----------------------|--|
| Strengths | |
| Weaknesses | |
| Other Comments | |