**Employee Review**

**Date of Review:**

|  |  |
| --- | --- |
| **Employee Name**: |  |
| **Job Title:** |  |
| **Salary:** |  |

**Date- Next Review:**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Score** | **Comments** |
| Team Player |  |  |
| Meets Deadlines |  |  |
| Organizational Skills |  |  |
| Leadership Ability |  |  |
| Interaction with Co-workers |  |  |
| Attendance |  |  |
| Quality of Work |  |  |

**Comments:**

**Employee's Goals:**

**Employee's Comments:**

Signature / Interviewer: