

# Performance Report

|           |        |                |
|-----------|--------|----------------|
| Employee  |        | Date Hired     |
| Job Title | Salary | 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 \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Interviewer

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