| **Brief performance review template** | | | |
| --- | --- | --- | --- |
| Employee name |  | Reviewer name |  |
| Employee ID |  | Reviewer ID |  |
| Position in the company |  | Position in the company |  |
| Department |  | Department |  |
|  | **Performance standards (expressed by rating system)** | | |
| Qualities | Unsatisfactory | Satisfactory | Excellent |
| Quality of work |  |  |  |
| Autonomous work |  |  |  |
| Shows initiative |  |  |  |
| Productivity |  |  |  |
| Creativity |  |  |  |
| Integrity |  |  |  |
| Technical skills |  |  |  |
| Punctuality |  |  |  |
| Attendance |  |  |  |
| Teamwork |  |  |  |
| **Total** | **0** | **0** | **0** |
| **Individual goals** | | | |
|  | | Example 1 | Example 2 |
| Accomplishments | |  |  |
| Weaknesses | |  |  |
| **Additional comments** | | | |
|  | | | |
| Employee signature |  | Reviewer signature |  |
| Last review date |  | Today’s date |  |