

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

Goals

Date of Next Evaluation _____

Employee

Interviewer