

Add your logo



Employee Performance Review

Employee Information

Name	Date	Review Period
Johnny Castle	11/15/2019	1 year
Employee ID	Department	
4679	Merchandise	
Job Title	Manager	
Inventory Control	Frances Houseman	

Ratings

Area	Rating	Points	Comments
Job Knowledge	Excellent	5	
Attendance/Punctuality	Good	4	
Communication/Listening Skills	Excellent	5	
Initiative	Satisfactory	3	
Dependability	Excellent	5	
Work Quality	Excellent	5	

Overall Rating

Total Points	Overall Rating (average of the rating numbers)
27.00	4.50

Evaluation

Additional Comments	Pay Increase
Johnny is a very good employee, he is always helpful and eager to please.	yes!
Goals (as agreed upon by employee and manager)	Effective Date
Find ways to increase sales	11/15/2019

Employee Signature

Date
11/15/2019

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form

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does not necessarily indicate that you
agree with this evaluation. Employee
Signature

Manager Signature

Date

11/15/2019

Manager Signature