

## Qualitative Performance Review

Employee Name \_\_\_\_\_

Review Period \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

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1. For each of the items listed below, please comment on the employee's performance, providing examples of what he or she does well, along with suggestions for improvement.

Technical Skills	
Professional Communication	
Customer Service	
Initiative	
Problem Solving	
Teamwork	
Co-worker Relations	
Work Ethic	
Adaptability	
Commitment to Company Mission, Vision & Values	
Professional Growth & Development	

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2. List and describe the employee's top three accomplishments during the rating period:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

3. List and describe the employee's three greatest strengths, giving specific examples of how the employee uses these strengths in his or her position.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

4. Work with the employee to identify 3 - 5 goals for the current review period, along with an action plan for accomplishing each one.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

5. Employee comments

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**Completed by:**

\_\_\_\_\_  
Employee Name (Please Print)                      Signature                      Date

\_\_\_\_\_  
Supervisor Name (Please Print)                      Signature                      Date

\_\_\_\_\_  
HR Representative (Please Print)                      Signature                      Date