# Five-point Scale Performance Review

**Employee Name: Reports To:**

**Position Title: Department:**

**Employment Type: Date of Review:**

**Overview of Position/ Job Purpose:**

[*Enter job duties here*]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Competencies** | 1 - Does not meet expectations | 2 - Meets expectations sometimes | 3 - Meets expectations | 4 - Exceeds expectations sometimes | 5 - Exceeds expectations |
| **1. Completion of Tasks** |  |  |  |  |  |
| Comments: | | | | | |
| **2. Works Efficiently/Makes Good Use of Time** |  |  |  |  |  |
| Comments: | | | | | |
| **3. Appearance of Store/Workstation** |  |  |  |  |  |
| Comments: | | | | | |
| **4. Ability to Take Direction from Management** |  |  |  |  |  |
| Comments: | | | | | |
| **5. Ability to Work with Others** |  |  |  |  |  |
| Comments: | | | | | |
| **6. Communication Skills (Verbal & Written)** |  |  |  |  |  |
| Comments: | | | | | |
| **7. Attendance & Consistency** |  |  |  |  |  |
| Comments: | | | | | |
| **8. Reliability & Dependability** |  |  |  |  |  |
| Comments: | | | | | |

**Overall Rating:**

* 1 - Does not meet expectations
* 2 - Meets expectations sometimes
* 3 - Meets expectations
* 4 - Exceeds expectations sometimes
* 5 - Exceeds expectations

|  |  |
| --- | --- |
| **Milestones/Improvements Required** | **Expected Date** |
| 1 - |  |
| 2 - |  |
| 3 - |  |

**Final Comments:**

**Signature of Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**