

# Five-point Scale Performance Review

**Employee Name:**  
**Position Title:**  
**Employment Type:**

**Reports To:**  
**Department:**  
**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
<b>1. Completion of Tasks</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>2. Works Efficiently/Makes Good Use of Time</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>3. Appearance of Store/Workstation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>4. Ability to Take Direction from Management</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>5. Ability to Work with Others</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

<b>6. Communication Skills (Verbal &amp; Written)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>7. Attendance &amp; Consistency</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>8. Reliability &amp; Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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:** \_\_\_\_\_