# Four-point Scale Performance Review

**Employee Name:**

**Title of Position:**

**Department:**

**Reports to:**

**Employment Type:**

**Date of Review:**

**Overview of Position/ Job Purpose:**

[*Enter job duties here*]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competencies** | 1 - Poor | 2 - Average | 3 - Above Average | 4 - Excellent |
| **1. Processes Management** |  |  |  |  |
| Comments: | | | | |
| **2. Team / People Management** |  |  |  |  |
| Comments: | | | | |
| **3. Driving for Results** |  |  |  |  |
| Comments: | | | | |
| **4. Analytical Skills** |  |  |  |  |
| Comments: | | | | |
| **5. Strategic Planning** |  |  |  |  |
| Comments: | | | | |
| **6. Teamwork** |  |  |  |  |
| Comments: | | | | |
| **7. Ambition / Drive for Success** |  |  |  |  |
| Comments: | | | | |
| **8. Passion & Dedication** |  |  |  |  |
| Comments: | | | | |
| **9. Communication Skills (Verbal & Written)** |  |  |  |  |
| Comments: | | | | |
| **10. Resourcefulness** |  |  |  |  |
| Comments: | | | | |

**Overall Rating:**

* 1 - Poor
* 2 - Average
* 3 - Above Average
* 4 - Excellent

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

**Final Comments:**

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

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