# Three-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*]

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Duties** | 1 - Below Expectations | 2 - Meets Expectations | 3 - Exceeds Expectations |
| **1. Completes Tasks on Time** |  |  |  |
| Comments: | | | |
| **2. Keep Files & Documents Organized** |  |  |  |
| Comments: | | | |
| **3. Has Positive Vendor & Staff Relationships** |  |  |  |
| Comments: | | | |
| **4. Maintains Office and Supplies** |  |  |  |
| Comments: | | | |
| **5. Keeps Updated & Accurate Records** |  |  |  |
| Comments: | | | |
|  | | | |
| **Company Values** | 1 - Below Expectations | 2 - Meets Expectations | 3 - Exceeds Expectations |
| **1. Teamwork** |  |  |  |
| Comments: | | | |
| **2. Passion & Dedication** |  |  |  |
| Comments: | | | |
| **3. Internal Communication** |  |  |  |
| Comments: | | | |
| **4. Resourcefulness** |  |  |  |
| Comments: | | | |
| **5. Adaptability** |  |  |  |
| Comments: | | | |

**Overall Rating:**

* 1 - Below Expectations
* 2 - Meets Expectations
* 3 - Exceeds Expectations

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

**Final Comments:**

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

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