

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
2. Keep Files & Documents Organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
3. Has Positive Vendor & Staff Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
4. Maintains Office and Supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
5. Keeps Updated & Accurate Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Company Values	1 - Below Expectations	2 - Meets Expectations	3 - Exceeds Expectations

1. Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
2. Passion & Dedication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
3. Internal Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
4. Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
5. Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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:** _____