

# Quarterly Employee Performance Review

This template is designed for evaluating employee performance on a quarterly basis. Please fill out all sections below for printing and record-keeping.

## Employee Information

Employee Name:	<input type="text"/>	Job Title:	<input type="text"/>
Department:	<input type="text"/>	Review Period (e.g., Q1 2024):	<input type="text"/>
Reviewer Name:	<input type="text"/>	Date of Review:	<input type="text"/>

## Performance Evaluation

Rate the employee's performance in each area using a scale (e.g., 1-5, or Unsatisfactory to Outstanding) and provide comments.

Performance Area	Rating	Comments / Examples
<b>Job Knowledge &amp; Skills</b> Understanding of job duties and technical requirements.	<input type="text" value="Rating"/>	<input type="text" value="Provide details"/>
<b>Quality of Work</b> Accuracy, thoroughness, and reliability of output.	<input type="text" value="Rating"/>	<input type="text" value="Provide details"/>
<b>Communication &amp; Teamwork</b> Collaboration with colleagues and clear exchange of information.	<input type="text" value="Rating"/>	<input type="text" value="Provide details"/>
<b>Productivity &amp; Time Management</b> Ability to meet deadlines and manage workload efficiently.	<input type="text" value="Rating"/>	<input type="text" value="Provide details"/>
<b>Initiative &amp; Problem Solving</b> Proactive approach to challenges and process improvement.	<input type="text" value="Rating"/>	<input type="text" value="Provide details"/>

## Goals and Objectives

### Review of Past Quarter's Goals

State the goals set for the previous quarter and progress made.

Goals and Achievements:

### Goals for the Next Quarter

Define specific, measurable objectives for the upcoming quarter.

New Goals & Action Plan:

## Overall Rating and Comments

Overall Performance Rating:

Reviewer Summary Comments:

Employee Comments (Optional):

## Signatures

Signatures below indicate that the performance review has been discussed. The employee's signature does not necessarily indicate agreement with the evaluation.

Employee Signature:  Date:

Reviewer Signature:  Date: