## **SIMPLE PERFORMANCE REVIEW**

**Employee:**

**Reviewer**:

**Date of review**:

| 1. Does the employee respect deadlines? |
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| 1. How well does the employee work together with other team members? |
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| 1. How are the employees organizational skills? |
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| 1. How often does the employee show initiative? |
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| 1. Does the employee show potential to work in a managerial position in the future? |
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| 1. How can the company help the employee develop further? |
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| 1. Is there anything you would like to add? |
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| Areas of work where the employee excels |
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| Space for improvement |
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