

Basic Performance Review

Employee:

Reviewer:

Date of review:

1. Does the employee respect deadlines?
2. How well does the employee work together with other team members?
3. How are the employee's organizational skills?
4. How often does the employee show initiative?
5. Does the employee show potential to work in a managerial position in the future?
6. How can the company help the employee develop further?
7. Is there anything you would like to add?



Areas of work where the employee excels

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Room for improvement

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