

# Performance Rating and Scoring Sheet

Employee Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Department: \_\_\_\_\_  
Review Period: \_\_\_\_\_

## 1. Key Performance Areas

#	Performance Area	Weight (%)	Target/Description	Score (1-5)	Weighted Score	Remarks
1	Quality of Work	30	Accuracy, completeness			
2	Productivity	25	Meeting deadlines			
3	Communication	15	Clarity, effectiveness			
4	Teamwork	15	Cooperation, collaboration			
5	Initiative	15	Proactiveness, problem-solving			
Total		100				

## 2. Overall Assessment

Score Range	Performance Rating	Description
4.5 - 5.0	Outstanding	Performance far exceeds expectations
3.5 - 4.4	Exceeds Expectations	Consistently exceeds job requirements
2.5 - 3.4	Meets Expectations	Meets job requirements
1.5 - 2.4	Needs Improvement	Partially meets job requirements
1.0 - 1.4	Unsatisfactory	Does not meet job requirements

## 3. Supervisor's Comments

Employee's Comments:

Supervisor Signature:	_____	Date:	_____
Employee Signature:	_____	Date:	_____

## Important Notes

- This sheet is intended to provide an objective framework for evaluating employee performance.
- Scores should be supported by specific examples and evidence wherever possible.
- Performance reviews are an opportunity for development and constructive feedback.
- Both supervisor and employee should discuss and agree upon the final ratings.
- Confidentiality of this document must be maintained at all times.