## Performance Report

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| Employee:  | Date Hired:  |
| Job Title:  | Date of Review:  |
| **Evaluation of Performance** | **S/W\*** | **Comments** |
| Team Player |  |  |
|  |  |  |
| Meets Deadlines |  |  |
|  |  |  |
| Organizational Skills |  |  |
|  |  |  |
| Communication Skills |  |  |
|  |  |  |
| Leadership Ability |  |  |
|  |  |  |
| Interaction With Co-Workers |  |  |
|  |  |  |
| Attendance |  |  |
|  |  |  |
| Quality of Work |  |  |
|  |  |  |

**\**S=Strength; W=Weakness***

**Employers’ Comments**

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**Goals**

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Date of Next Evaluation:

Signature:

Manager: