City of China Grove

Employee Performance Review Form

This form is used by supervisors to evaluate employee performance over the review period. Please provide ratings and comments for each category. Ratings should reflect both the quality and consistency of performance.

Employee Information:

Employee Name:	
Department:	
Position:	
Review Period:	

Performance Categories:

1. Job Knowledge and Skills

Rating (1–5): _____

Comments: _____

2. Quality of Work

Rating (1–5): _____

Comments: _____

3. Productivity and Efficiency

Rating (1–5): _____

Comments: _____

4. Communication Skills

Rating (1–5): _____

Comments: _____

5. Teamwork and Collaboration

Rating (1–5): _____

Comments: _____

6. Dependability and Attendance

Rating (1–5): _____

Comments: _____

7. Initiative and Problem-Solving

Rating (1–5): _____

Comments: _____

8. Customer Service / Public Interaction

Rating (1–5): _____

Comments: _____

9. Compliance with Policies and Procedures

Rating (1–5): _____

Comments: _____

10. Overall Performance

Rating (1–5): _____

Comments: _____

Goals for Next Review Period:

Training or Support Needed:

Employee Signature:	Date:
Supervisor Signature:	Date: