

# BI-ANNUAL EMPLOYEE PERFORMANCE REVIEW



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SAUDADES**

**BRAZILIAN STEAKHOUSE**

## EMPLOYEE INFORMATION

Name	
Job Title	
Department	
Review Period	

Employee ID	
Date	
Manager	
Start Date	

## RATINGS

(1=Poor, 2=Fair, 3=Satisfactory, 4=Good, 5=Excellent)

Job Knowledge	<input type="text"/>	Comments:	
Work Quality	<input type="text"/>	Comments:	
Attendance & Punctuality	<input type="text"/>	Comments:	
Initiative	<input type="text"/>	Comments:	
Communication & Listening Skills	<input type="text"/>	Comments:	
Dependability	<input type="text"/>	Comments:	
Overall Rating (Average the rating numbers above)	<input type="text"/>	Additional comments:	

## GOAL TRACKER

A= Exceeded Expectations, B=Achieved Expectations, C=On Track to Achieve, D=Not Achieving

Previous Goal #1	
Previous Goal #2	

## PLANNING

New goal(s) and step(s) to achieving withing 90 days

New Goal #1	
New Goal #2	

## SIGNATURES

Employee Signature		Date	
Manager Signature		Date	