

Team member performance review template

Team member name:

Department:

Team member role:

Date:

Manager name:

Knowledge of job skills

Rating

Shows ability to learn and apply new skills

Requires minimal supervision

Displays understanding of roles and responsibilities

Quality/quantity of work

Looks for ways to improve quality

Performs full range of duties

Meets required deadlines

Customer service skills

Asks questions to identify needs

Quickly responds to help requests

Displays ability to work in a team

Attendance

Gives notice for time off

Shows up for work on time

Arrives to meetings on time

Initiative

Fosters team collaboration

Monitors personal work for quality

Resolves problems early and quickly

Inclusiveness

Treats others with respect

Displays empathy for others

Includes others in team projects

Comments