

[Post your job](#) on Indeed or find more templates and samples in the [Employer Resource Library](#).

Performance review information

Thorough performance reviews evaluate employees based on:

- Quality of work
- Ability to meet deadlines or adhere to schedules
- Technical skills
- Organization levels
- Attitude and in-office behavior
- Teamwork
- Ability to overcome challenges
- Reliability

Employee performance review example

“Since Riley began working in the role of Technical Trainer, he has consistently met and occasionally exceeded manager expectations. He adapts his teaching style to suit individual employees and maintains a positive attitude even when under pressure. He has great attention to detail and he is never satisfied with a job half-done.

Unfortunately, Riley has been known to struggle in the area of time management. He often becomes extremely focused on a single employee’s training and neglects his over-arching deadlines. He is an excellent communicator and the trainees enjoy learning from him. However, his training sessions sometimes diverge into off-topic discussion during the allotted class time.

As an individual, Riley is considerate and respectful of others. He never speaks harshly or acts impatiently with his trainees. The atmosphere in the training room has improved since he joined our team. I am certain that with some constructive criticism and guidance, Riley has the potential to be extraordinarily successful. I would recommend a one-on-one meeting with a supervisor to discuss this review and to set goals for long-term improvement. With the right push, Riley could easily qualify for career advancement within the year.”

*Indeed provides this information as a courtesy to users of this site. Please note that we are not your recruiting or legal advisor, we are not responsible for the content of your job descriptions, and none of the information provided herein guarantees performance. This is a legal disclosure and is **not** part of the following template.*