

TEAM MEMBER PERFORMANCE REVIEW TEMPLATE:

Team Member Name: _____

Team Member Role: _____ Date: _____

Knowledge of Job Skills	Rating/Notes
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	

ADDITIONAL COMMENTS: _____
