

30-Day Performance and Progress Review

Employee Name: _____ Position: _____

Reviewer: _____ Review Date: _____

1. Performance

Job Knowledge:

Has the employee demonstrated an understanding of the responsibilities and tasks of their role? Rating (1-5): Rating: _____

Comments:

Quality of Work:

Is the employee producing high-quality work in line with company standards?
Rating (1-5): _____

Comments:

Productivity:

Is the employee meeting productivity expectations, such as task completion and efficiency? Rating (1-5): _____

Comments:

Attendance & Punctuality:

Has the employee been punctual and adhered to the attendance policy?

Rating (1-5): _____

Comments:

2. Teamwork & Communication

Collaboration with Team:

Does the employee work well with their team and contribute positively to a collaborative environment?

Rating (1-5): _____

Comments:

Communication Skills:

Is the employee effective in communicating with team members, supervisors, and clients?

Rating (1-5): _____

Comments:

3. Customer Service (if applicable)

Customer Interaction:

How well does the employee handle customer interactions and ensure a positive client experience? Rating (1-5): _____

Comments:

4. Initiative & Problem-Solving

Problem-Solving Ability:

Does the employee demonstrate the ability to resolve issues independently and contribute solutions? Rating (1-5): _____

Comments:

Initiative:

Does the employee take initiative in their role, showing proactivity in tasks and responsibilities? Rating (1-5): _____

Comments:

5. Areas for Improvement

Opportunities for Improvement:

Are there areas where the employee can improve or develop further?

Rating (1-5): _____

Comments:

6. Goals for the Next 30 Days

What specific goals should the employee focus on for the next 30 days to continue their development and meet expectations?

Comments:

7. Employee Feedback

Does the employee have any feedback about their role, team, or support needed from management?

Comments:

Overall Performance Rating (1-5): _____

Reviewer Signature: _____ Employee Signature: _____

Date: _____