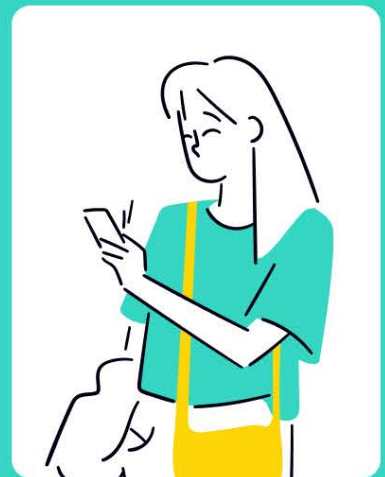
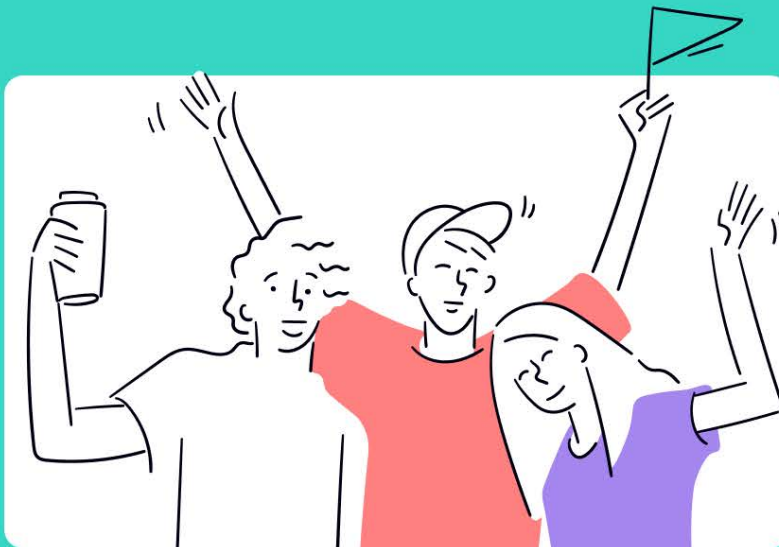


loop

# Employee Review Tracker

Printable template to easily track  
& review employees.





Do you want to know if your employees are making their best efforts to perform their job duties? Yes, then you should **start tracking** employees in different areas. By doing so, you can review the level of their effectiveness, efficiency, and quality of work.

### Why this template?

To make your life easier, you can use this employee review tracker template.

It gives you **a quick overview** of areas where an employee is doing great and the areas that need improvement.

## How to use this template?

The ‘**Individual employee review tracker**’ template is an individual tracker. You can use this to mark employees individually on their qualities and skillset. There are also two sections for writing down goals for the next month/quarter and another to check if they’ve achieved their previous goals. If you have any comments, you can pen those down too!

The ‘**group employee review tracker**’ template allows you to mark multiple employees in a specific department on a scale of 1 to 5 on various skill sets and qualities. You can do this monthly, quarterly, or yearly. Based on each category’s total, you can gauge them and know where they stand.

On a scale of 1 to 5, 1 is poor while 5 is excellent. So in the category of leadership, if an employee ranks 5, it means they’ll be an **excellent leader**. However, if they score lower in the soft skills section, **there’s room for improvement**.

**NOTE:** This is a simple template. Feel free to make tweaks as per your organization, employees, and requirements.

# INDIVIDUAL EMPLOYEE REVIEW TRACKER

EMPLOYEE NAME : \_\_\_\_\_ DEPARTMENT : \_\_\_\_\_

EMPLOYEE ID : \_\_\_\_\_ REVIEWER NAME : \_\_\_\_\_

POSITION HELD : \_\_\_\_\_ REVIEWER TITLE : \_\_\_\_\_

LAST REVIEW DATE : \_\_\_\_\_ TODAY'S DATE : \_\_\_\_\_

Rating on a scale of 1 to 5 where 1 is poor & 5 is excellent.

INDIVIDUAL CONTRIBUTION	1	2	3	4	5
Team player	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Upskilling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completes tasks on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total	_____				

LEADERSHIP SKILLS	1	2	3	4	5
Decision making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes initiative & ownership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inspires others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total	_____				

QUALITY OF WORK	1	2	3	4	5
Work to full potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work consistency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsive to feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consistent improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total	_____				

# INDIVIDUAL EMPLOYEE REVIEW TRACKER

EMPLOYEE NAME : \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_

EMPLOYEE ID : \_\_\_\_\_

REVIEWER NAME : \_\_\_\_\_

POSITION HELD : \_\_\_\_\_

REVIEWER TITLE : \_\_\_\_\_

LAST REVIEW DATE : \_\_\_\_\_ TODAY'S DATE : \_\_\_\_\_

Rating on a scale of 1 to 5 where 1 is poor & 5 is excellent.

SOFT SKILLS		1	2	3	4	5
Creativity		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time management		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem solving		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adaptability		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total		_____				

OTHERS		1	2	3	4	5
Technical skills		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coworker relations		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client relations		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total		_____				

ACHIEVED GOALS SET IN PREVIOUS REVIEW? : \_\_\_\_\_

GOALS FOR NEXT REVIEW PERIOD : \_\_\_\_\_

COMMENTS : \_\_\_\_\_

EMPLOYEE SIGNATURE : \_\_\_\_\_

REVIEWER SIGNATURE : \_\_\_\_\_

# GROUP EMPLOYEE REVIEW TRACKER

DEPARTMENT : \_\_\_\_\_

DEPARTMENT MANAGER : \_\_\_\_\_

MONTH/ QUARTER : \_\_\_\_\_

Rating on a scale of 1 to 5 where 1 is poor & 5 is excellent.

		EMPLOYEE NAME	EMPLOYEE NAME	EMPLOYEE NAME	EMPLOYEE NAME	EMPLOYEE NAME
<b>INDIVIDUAL CONTRIBUTION</b>						
Team player		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Communication		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Upskilling		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Completes tasks on time		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		_____	_____	_____	_____	_____

<b>LEADERSHIP SKILLS</b>						
Decision making		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dependability		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Takes initiative & ownership		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Inspires others		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		_____	_____	_____	_____	_____

<b>QUALITY OF WORK</b>						
Work to full potential		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work consistency		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Responsive to feedback		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consistent improvement		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		_____	_____	_____	_____	_____

# GROUP EMPLOYEE REVIEW TRACKER

DEPARTMENT : \_\_\_\_\_

DEPARTMENT MANAGER : \_\_\_\_\_

MONTH/ QUARTER : \_\_\_\_\_

Rating on a scale of 1 to 5 where 1 is poor & 5 is excellent.

	EMPLOYEE NAME	EMPLOYEE NAME	EMPLOYEE NAME	EMPLOYEE NAME	EMPLOYEE NAME
<b>SOFT SKILLS</b>					
Creativity		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time management		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Problem solving		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adaptability		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		_____	_____	_____	_____

<b>OTHERS</b>					
Technical skills		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Coworker relations		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Client relations		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attendance		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		_____	_____	_____	_____

EMPLOYEE TOTAL		_____	_____	_____	_____
EMPLOYEE AVERAGE		_____	_____	_____	_____

REVIEWER SIGNATURE : \_\_\_\_\_



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