# Company Name

## Employee Performance Review – Peer Review

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| Employee Information |
| Name Of Employee Being Reviewed: |            | Your Name (Optional): |                 |
| Date: |       | Review Period: |       to       |
|  |
| Review Guidelines |
| Complete this peer review, using the following scale: NA = Not Applicable1 = Unsatisfactory2 = Marginal3 = Meets Requirements4 = Exceeds Requirements5 = Exceptional |
| Evaluation |
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| --- | --- | --- | --- | --- | --- |
|  | (5) = Exceptional | (4) = Exceeds Requirements | (3) = Meets Requirements | (2) = Marginal | (1) = Unsatisfactory |
| Demonstrates Required Job Skills And Knowledge | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| --- | --- | --- | --- | --- | --- |
| Has The Ability To Learn And Use New Skills | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Uses Resources Available In An Effective Manner | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Responds Effectively To Assigned Responsibilities  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Meets Attendance Requirements | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Listens To Direction From Management | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Takes Responsibility For Actions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Honors Commitments | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Demonstrates Problem Solving Skills | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Offers Constructive Suggestions For Improvement | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Generates Creative Ideas And Solutions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Meets Challenges Head On | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Demonstrates Innovative Thinking | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
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Additional Comments: |